

## 3.4 REGISTRATION OF PROGRAMS AND EVENTS

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The following policies and procedures cover the registration of programs and events of Student Organizations within the University. These policies and procedures supplement the general standards of good taste and etiquette that govern responsible social and educational events. Students are expected to maintain consideration for both personal and University interests in planning all activities. Those events that are registered and are thus sanctioned by the University are expected to comply with University policies and guidelines. Private behavior at functions of Chartered Student Organizations held off campus without the financial support or sanction of the University are the sole responsibility of the organization and its members. Events occurring on campus may be subject to metal detector "wandering" and persons may have their personal effects searched for illegal weapons.

### University-Sanctioned and Registered Student Events

Registration of Student-sponsored programs and events provides for coordination of the use of University facilities and provides the opportunity for publicity of sanctioned University events on the official University Calendar. Use of any University facilities by Student groups requires registration of the event through SLU Groups, with approval from the Student Involvement Center, prior to campus space/facilities being reserved. Once an event request has been reviewed and approved, the sponsoring organization will receive an "approval certificate" indicating the plan for the event complies with University policies, and are eligible to request space. Examples of these types of events include, but are not limited to:

- A general body, membership, or business meeting for the organization.
- Any event advertised and open to the campus community and/or the general public.
- Any event sponsored by a R/CSO at which a guest speaker has been invited and the event is open to the campus community and/or the public.
- Any event using University funds or facilities at which alcoholic beverages are to be served or sold.
- Any event held on University grounds (including but not limited to interior sidewalks, walkways, the Quad) and sponsored by a Student Organization.

Event requests should be submitted a minimum of 20 days prior to the desired event date to ensure adequate time for review, potential adjustments and/or approval.