

University Policies

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Co-Curricular Activities Policy

Co-curricular activities shall be activities that relate directly to and encompass membership in the University recognized student organizations and groups and special events and projects. Intercollegiate athletics (NCAA and PAC 10 and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation.

Unit Requirements

- 1) Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation.
- 2) All elected or appointed officers of these activities to be eligible to hold these leadership positions must at the time of their election or appointments meet the minimum cumulative grade point average of 2.0; graduate students, work carried

for graduate credit only, cumulative 3.0. Monitoring of academic eligibility of presidents is overseen by the Center for Student Involvement and Leadership.

- 3) Each president is responsible for monitoring eligibility of other organization officers. To participate in co-curricular activities, students must be enrolled in the University for a minimum of seven (7) units throughout their term of office.
- 4) When a student continues in office from one semester to the next, the student must have successfully completed a minimum of seven (7) units the previous semester. Graduate students must be enrolled in the university for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of this paragraph, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S, or P.

Rules of Procedures

Whenever an irregularity arises relating to a student's eligibility to participate or hold an office in a co-curricular activity, the Dean of Students shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstance may be made to the Co-curricular Activities Review Committee. The committee will review written statements of the exception and forward recommendations to the Vice President for Campus Life for final action.

Risk and Liability Policy

The wide variety of interests and activities represented by recognized student organizations and student government at the University of Arizona have an equally wide variety of potential risks and liabilities associated with them. All student organizations are required as a condition of recognition by the Associated Students of the University of Arizona (ASUA) to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses, or other losses. This charge also applied to officers and representatives of student government.

For most routine organization activities such as regular meetings or social gatherings, members are solely responsible for their own actions, and any loss, damage or other liability incurred as a result of those actions. The University of Arizona cannot accept any responsibility for any individual's actions unless that person is clearly acting on behalf of the University within the course and scope of express authorization.

Student government and/or organization members may be provided liability protection for certain actions by the State of Arizona Risk Management Program (A.R.S. 41-621) on an excess basis, provided the following conditions are met:

- All individuals to be covered by this program must be recognized by ASUA as authorized volunteers who are performing a specific task or service on behalf of the UA.
- Liability coverage is for official business only. Accordingly, the volunteer activity must further the goals of the UA, and must be conducted under the direction and approval of a responsible University official acting in an official capacity, and not as a private individual
- Job and/or activity descriptions for volunteers must be submitted in writing to ASUA for review and filing. ASUA and UA Risk Management will determine if the proposed activity meets the volunteer coverage criteria described above. The final determination of coverage rests with the Arizona Department of Administration, Risk Management Section.
- This liability protection is valid only to the extent that the volunteer's actions are within the course and scope of the authorized volunteer activity, and only while performing the activity.
- In the event that individual liability is incurred as a result of activities outside the course and scope of authorized volunteer service, The University of Arizona and the State of Arizona are prohibited by statute from accepting any portion of that liability. All responsibility for damages rests solely with the responsible individual.

Non-Discrimination & Anti-Harassment Policy

The University of Arizona is committed to maintaining an environment free of discrimination, harassment, and retaliation. The University's policy on Non-Discrimination and Anti-Harassment is available for viewing at <http://policy.web.arizona.edu/Non-discrim-interim.pdf>

All recognized student clubs/organizations shall abide by the University's policy on Non-Discrimination and Anti-Harassment. Failure to abide by the Non-Discrimination and Anti-Harassment policy may result in loss of University Recognition.

However, Greek Social-Letter organizations are entitled to single-sex membership as promulgated under Title IX of the U.S. Education Act of 1972. Moreover, religious organizations will not be denied or lose recognition solely because they limit membership or leadership positions to students who share the same beliefs toward religion or sexual conduct. Nonetheless, religious organizations may not discriminate in membership or leadership on any other prohibited basis (i.e. race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity).

Unlawful Discrimination and Harassment

Unlawful discrimination occurs when a person is treated less favorably than a similarly situated person because of his/her race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

Unlawful harassment, a specific form of unlawful discrimination, occurs when a person is harassed because of his/her race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

A hostile environment exists when unlawful harassment unreasonably interferes with an individual's job performance, or materially changes the individual's conditions of education or employment so as to create an intimidating, hostile, or offensive educational or working environment.

Hazing Policy

The University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the university's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the university community.

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

1. Hazing is prohibited. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the University; and
 - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
6. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any University employee who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action by the University.
7. Violations of this policy by students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office.

The Dean of Students Office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Arizona Board of Regents' and University's policies and procedures governing employee misconduct. Violations by faculty, staff or other employees can be reported in writing to the Provost for referral to and investigation

by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials.

8. The University will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the University community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.

Hazing Policy (cont.)

9. This policy is not intended to prohibit or sanction the following conduct:
 - a. Customary public athletic events, contests or competitions that are sponsored by the University; or
 - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

10. For the purposes of this policy,
 - a. "Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the University and whose membership consists primarily of students enrolled at the University. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.
 - b. "Student" means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University or any person who intends to enroll at or be promoted to the University within the next twelve calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the University.

NOTE: To Report a hazing incident or to ask questions regarding the policy call 626-HAZE (4293). Further information: <http://web.arizona.edu/~policy/Hazing.pdf>

Alcohol Policy

The University of Arizona adopts the following policy and regulations regarding the use, possession, service or sale of alcoholic beverages on University property:

I. Policy

The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state law and University regulations, and expects that such individuals will conduct themselves responsibly, mindful of the rights of others.

II. Arizona revised statutes make it unlawful:

- For a person under the age of twenty-one years, to buy, receive, have in possession or consume, spirituous liquor. A.R.S. 4-241.
- For a person to buy for resale, sell or deal in spirituous liquors in this state without first having procured a license duly issued by the Arizona State Liquor Board. A.R.S. 4- 244(1).
- To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. 4-244(20).
- For any person to serve or to furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or to permit an intoxicated or disorderly person to come into or to remain at an event where spirituous liquor is being served or consumed. A.R.S. 4-244(14).
- For a person to operate a motor vehicle on any highway while consuming spirituous liquor. A.R.S. 4-244(21).
- To conduct drinking contests, or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that person's consumption as set forth in A.R.S. 4-244(23).

III. Authorization for Service or Sale of Alcohol on University Property

1. Authorization for the service or sale of alcohol on University property shall be by permission of the President, or his/her designee, pursuant to ABOR Policy 5-108(B), whose decision shall be final. The authorization shall be by written agreement containing the parameters of such authorization and appropriate provisions regarding liquor licensing, indemnification, liquor liability insurance and other insurance/surety requirements as may be required by the University's Risk Management Department. ABOR Policy 5-108(C).

2. Pursuant to ABOR Policy 5-108 and Arizona Revised Statutes, the following additional rules shall apply to the authorized service or sale of alcohol on University property:

- No service or sale to persons under age 21;
- No sale by persons under age 21 and no service by persons under 21;
- No consumption of alcohol by persons selling or serving alcohol;

- No service or sale of alcohol to persons who are intoxicated or disorderly, and such persons shall not be allowed to remain on the premises where alcohol is furnished for more than 30 minutes after such condition is known to the person selling or serving alcohol;
- Persons under 21 are not allowed in an area where alcohol is sold unless they are an on-duty employee or are accompanied by a spouse, parent or legal guardian who is of legal drinking age;

Alcohol Policy (cont.)

- Any person who is authorized to serve or sell alcohol who has reason to question the age of a person ordering alcohol must verify age by requesting a photo identification that proves the individual is over 21;
- Any service or sale of alcohol must be by an authorized vendor holding a valid liquor license;
- Non-alcoholic beverages and food should be made available at events where alcohol is served or sold; and
- Alcohol may only be consumed in approved locations.

IV. Rules Governing Consumption of Alcohol on University Property:

1. Sanctions/Authority

- University Community: Violations of Arizona State Law may be cited under the criminal code. Further, violations of Arizona State Law, Arizona Board of Regents Policy regarding alcohol or these regulations by any student, staff, faculty member or organization shall be grounds for disciplinary action under the Student Code of Conduct and the Rules for Preserving the Maintenance of Public Order.
- Sanctions may be imposed upon students and organizations for violations of these regulations under the Residence Hall regulations, or Club & Organization Standards Board, or the Interfraternity Council, Panhellenic and National Panhellenic judiciary procedures, where appropriate. Sanctions may be imposed by one or more of the appropriate judiciary proceedings.
- In cases where alcohol contributes to or exacerbates violation of University rules, students may be required by the Dean of Students to participate in alcohol abuse education or counseling.

2. General Limitations on Consumption of Alcoholic Beverages

Consumption of alcoholic beverages is permitted on University property only by persons of *legal drinking age*:

- within student living quarters under the specific terms of that living environment;
- within designated limited access areas on University property when said areas have been so identified and are used according to an authorization approved by the appropriate University authority.

3. Consumption by Individuals in Student Living Quarters

The consumption of alcoholic beverages within student living quarters is subject to the terms of Department of Resident Life rules and regulations. Such activities shall not:

- interfere with the rights of other residents and their guests;
- cause the normal operation of residence halls to be disrupted.

4. Consumption at Social Gatherings - Fraternities/Sororities

- Fraternity and sorority members are subject to national, state and local laws, all University policies and the Greek alcohol policy including all GAMMA rules and regulations regarding social event planning.
- Responsibility for the behavior of those in attendance and damages arising from the actions of those in attendance at social events is the individual and collective responsibility of the members of the sponsoring fraternity/sorority and its corporate entity.

Alcohol Policy (cont.)

5. Consumption at Certain Limited Access Areas

The designation of limited access areas on University property for the consumption of alcoholic beverages provided for in Paragraph 2(b) hereof is the responsibility of the President of the University or his/her designee who shall establish the procedures and provide the forms necessary for seeking such designations.

6. University Events

Possession or consumption of alcohol at University sponsored events held on University property is prohibited except as specified in 2(b).

7. Use of University Funds Prohibited

University funds may not be used to purchase alcoholic beverages except where reimbursement for legitimate business is involved. In no instance may funds classified as state accounts be used to purchase alcoholic beverages.

8. Admission Charges/Donation Solicitations Prohibited

At any authorized event where complimentary alcohol is served and not sold, under no circumstances may admission be charged, tickets sold or donations solicited for the purchase of alcoholic beverages.

9. Marketing and Promotion Guidelines

Sponsorship, promotion or other advertising of events by alcoholic beverage corporations and distributors must comply with the University policy on sponsorship of events by alcoholic beverage corporations/distributors. The marketing and promotional guidelines, developed by the Inter-Association Task Force (NASPA, ACRA, ACUHO-I, and BACCHUS), available from the Dean of Students Office, shall apply to the relationship between University student, faculty or staff organizations and any company marketing alcoholic beverages on University property.

10. Student Clubs/Organizations

Members of all recognized student clubs/organizations including but not limited to fraternities and sororities shall abide by these regulations as well as state law.

Policy on Sponsorship of Events by Alcoholic Beverage Corporations/Distributors

The alcoholic beverages policy of the University of Arizona in relation to joint advertising, sponsorships, and promotions where contractual relationships exist between University and a vendor is as follows:

Advertising or sponsorships from alcoholic beverage distributors are acceptable provided such advertising or sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation/distributor logo is acceptable.

Promotions that relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion, or message shall include any reference to an alcoholic product in conjunction with the distributor name.

Use of the University of Arizona wordmarks or logos is prohibited without prior written permission from the Trademarks and Licenses Office.

Commercial Activity/Sponsorship Policy

The programs and activities of student groups can be greatly enhanced by the support of commercial vendors and other off-campus organizations. Student groups and off-campus vendors have different motives and desires. Student groups disseminate information to encourage student participation. These activities are part of the co-curricular education of students at the University. Commercial vendors and off-campus organizations desire public exposure to market a product or service or solicit support for their organization. This policy is established to protect the integrity of the educational experience while encouraging the collaboration of student groups and vendors. A complete copy of the Commercial Activity Policy and Implementation Rules is available from Mall Scheduling Office. This policy governs all commercial activity (including sales, demonstrations, and giveaways) on areas of campus within the jurisdiction of the Campus and Mall Activity Coordinator. For further information about this policy, please contact the Commercial and Mall Activity Coordinator at 626-2630.

1. Definition of commercial activity:

- a. all sales, purchases and/or agreements for the sale or purchase of goods and services;
- b. all giving, demonstration, and/or solicitation for the purchase or sale of goods and/or services provided by a person, group of persons, or other entity; and
- c. all solicitations of gifts of money or other goods or services by a person, groups of persons, or other entity.

2. The goods and services provided are:

substantially and directly related to the University's instructional, research and public service mission;
sponsored by a University unit relating to recreational, cultural, co-curricular or athletic event.

3. All other private commercial activity shall be governed by the State of Arizona procurement process (as outlined in Number 5).

4. The sponsored commercial activity must result in or arise from the achievement of one of the following:

- a. more efficient acquisition of product(s) or service(s);
- b. savings to the University;
- c. a convenience to faculty, students and other members of the University community;
- d. facilitating co-curricular or outreach activities of the University;
- e. financial support to the University or the sponsoring unit.

5. The activity shall not compete with any official University commercial

enterprises (such as ASUA Bookstore, Student Union, Campus Health Center, Intercollegiate Athletics, Library, Telecommunications, etc.) or current University obligations (contracts) and agreements, unless otherwise approved or authorized by the Commercial Activity Coordinator.

6. This policy does not regulate regularly conducted activities that are part of the educational, research, service, and other legitimate functions of the University, such as:

- a. University provision (by sale or otherwise, directly or indirectly) of sleeping accommodations (residence halls), food, books, and/or other goods and services for students, staff, and other lawful users of the campus.
- b. The provision (by sale or otherwise) of food and/or other goods or services associated with activities that are part of official University activities.

Commercial Activity/Sponsorship Policy (cont.)

7. University departments/units or recognized student organization may not grant exclusive rights to a particular vendor without the approval of the Commercial Activity Coordinator.

8. Implementing Rules

a. Sponsored commercial activity is allowed in the Old Chemistry Lawn area of the University Mall (area of the Mall immediately east of Old Main) or in other areas with approval of the University Mall Events Committee.

Sponsored commercial activity must meet all requirements set forth in the Policy and Regulations Governing the Use of the Campus in addition to the following:

- 1) Submission of a completed UA Commercial and Campus Use/Mall Activity Request Form. This form may be found on-line at http://www.union.arizona.edu/mall/request_form.php
- 2) Receipt of the Approved Mall Permit issued by the Commercial Activity Coordinator upon approval of the event.

b. Vendors must fall into one of the following categories:

- 1) Be sponsored by a university unit or recognized student organization, paying the appropriate usage fee;
- 2) Be a participant in an official University activity.

c. Total sponsored commercial activity days by one vendor, regardless of sponsorship, shall not exceed fifteen (15) days per fiscal year with no more than five (5) days per semester or session (Fall semester includes the Winter session).

d. Sponsored commercial activity may occur Monday through Friday between 8:00 a.m. and 5:00 p.m., unless the activity is part of an official University

activity approved in advance by the University Mall Events Committee. The foregoing does not apply to regularly scheduled university holidays and may be adjusted or canceled for the convenience of the University or to protect the public health, safety and welfare.

Commercial Activity/Sponsorship Policy (cont.)

9. Commercial Activity Area

- a. All approved sponsored commercial activity shall be restricted to Area 2C of the University Mall, unless a different location is approved in advance by the University Mall Events Committee. (Sidewalks are not included as part of the Area 2c) Sidewalks must remain free and clear of commercial activity for fire and safety reasons.
- b. Sponsored commercial activity permits issued for any day shall be limited to those that can be adequately accommodated in the space available. In any event, there shall be no more than five (5) sponsored commercial activity permits issued for any day unless the sponsored commercial activity is part of an official University activity, or the Mall Events Committee grants approval for a larger number.
- c. Total space allocated shall not exceed 10' x 15' unless specially approved at the time of application.
- d. The sponsored commercial activity permit must be visibly displayed on the sales table or booth at all times.
- e. Structural removal requirements are contained in the Policy and Regulations Governing the Use of the Campus. Structures as defined in that policy and all tables and chairs must be removed each day by 5:00 p.m., even if the sponsored commercial activity occurs on consecutive days. These requirements are applicable to all permit holders unless the activity is exempted under the Policy and Regulations Governing the Use of the Campus.

10. Limitations

- a. No sponsored commercial activity of any item may take place until all licenses, permits, etc. required by federal, state, or local laws and ordinances have been obtained by the vendor.
- b. Sponsored commercial activity with any item bearing a University of Arizona logo or otherwise referencing The University of Arizona is permitted only with the expressed permission of The University of Arizona official with authority to grant such permission (Trademark and Licensing Office).
- c. Sponsored commercial activity involving food is allowed only when the activity is associated with an official University activity, or has received the approval of the Mall Events Committee, and when the permit holder is in compliance with all applicable federal, state, and local laws, ordinances, licensing and/or permitting. Such compliance shall be the responsibility of the permit holder and any required licenses and/or permits shall be prominently displayed on the booth or tables. Failure to comply shall be grounds for denial or withdrawal of a Commercial Activity Permit. In all events involving food, the request will be reviewed by the Student Union.

Commercial Activity/Sponsorship Policy (cont.)

11. Responsibilities of Vendors

- a. Be in possession of all permits and licenses required by federal, state, and local law or ordinance, and shall comply with any applicable federal, state, and local laws or ordinances; obtaining required permits and licenses and knowledge of the applicable laws are the responsibility of the vendors. Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial or withdrawal of a University Commercial Activity Permit.
- b. Must comply with all applicable university policies, procedures and rules and provide information about:
 - 1) The vendor's ability to back its claims and guarantees;
 - 2) The circumstances under which purchasers can return merchandise during and after the sale, including the name, address, and telephone number of the person who can accept a return and refund the purchase price;
 - 3) A copy of the permit; and
 - 4) Business liability insurance in an amount as prescribed by the University Risk Management and Safety Department.
- c. Special guarantees or disclaimers may be required on certain merchandise or goods, for example, genuine leather vs. imitation leather.

12. Sponsoring Unit or Recognized Student Club/Organization Responsibilities

- a. Ensures the presence of responsible member(s) of the sponsoring unit throughout the duration of the commercial activity to include set-up and take-down.
- b. Ensures that any sign identifying the vendor includes a sign of at least 3' x 4' identifying the sponsor.
- c. Sponsor must comply with all University policies, be in possession of all permits and licenses required by federal, state, and local law or ordinance, and shall comply with any applicable federal, state, and local laws or ordinances. (Obtaining of required permits and licenses and knowledge of the applicable law are the responsibility of the vendor). Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial or withdrawal of a Commercial Activity Permit.
- d. Secures a permit to conduct sponsored commercial activity on University property from the Mall Commercial Activity Coordinator utilizing the Sponsored Commercial Activity Request Form.
- e. Ensures the sponsoring unit or recognized student organization and vendor abide by the relevant and appropriate University policies, guidelines and rules governing the location, time and duration of the activity.

Commercial Activity/Sponsorship Policy (cont.)

13. Permits and Fees

- a. Sponsored commercial activity permits will be issued only to the sponsoring unit or recognized student organization.
- b. Sponsored commercial activity permits will be issued Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. through the Mall Commercial Activity Coordinator.
- c. The vendor will be charged a fee for space use per day (payments can be made by check, money order, or cash to the Mall Commercial Activity Coordinator, unless the group is participating in an official university activity). The amount must be paid in advance and is non-refundable. The amount of the fee is subject to change annually.

14. The Mall Commercial Activity Coordinator may make non-substantive changes to the wording of this document when such changes are required for clarity and do not affect the substance of the document. If one or more provisions of this document are declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. The University's interpretation of these policies and regulations shall be binding on vendors and University sponsors.

15. Violations

- a. The sponsoring unit or recognized student organizations which violates any of the provisions of the Sponsored Commercial Activity Guidelines may be denied approval of future requests for permission to use University property for activities that require such permission or may be otherwise restricted in their use of University property.
- b. In cases where violation of the provisions of the Sponsored Commercial Activity Guidelines results in infringement on other policies, rules or regulations published by the University, the Arizona Board of Regents, or Federal and State laws, the violating unit/ organization shall be subject to all applicable penalties.

Dance Policy

Recognizing the need for safe social activities, the University of Arizona Student Unions developed these general guidelines for dances held in Arizona Student Unions' facilities. Please review this policy prior to submitting your request for facility use. The University of Arizona Dance Policy can be found at: <http://www.union.arizona.edu/operations/policies/dances.php>

This dance policy is primarily used for University of Arizona recognized clubs and organizations holding dances within the Student Union. Private groups, University departments or non-University organizations hosting dances follow approximately the same policies with some exceptions. Please speak with an Event planner directly if your event falls in to the category of a private event or non-University dance so all the details of your event can be discussed in advance. Failure to meet all the Student Union policies and procedures for events with dances will result in cancellation of the event.

Definitions

This policy applies to any recognized student club/organization that wishes to have a dance in a Student Unions' facility. A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. A guest is defined as a dance participant who is not a member of the sponsoring organization(s) and is invited by a member to attend in accordance with the following guidelines.

Attendance

Students who are invited to attend may do so with valid student identification cards.

Guest Policy

The sponsoring organization is responsible for the behavior of its members and guests. All guests must be at least 18 years of age with valid photo identification.

1. Each student entering the dance is allowed one (1) guest who must sign a guest list. Only one guest per organization member applies to all dances.
2. The organization is to submit a pre-printed member and guest list with the first and last names. The guest list must be submitted to the Event Planning Office seventy-two (72) hours prior to the dance.
3. Guests that are neither on the pre-printed guest list or admitted with an organization member will not be admitted to the dance.

Security

Security is required for all student dances. Security requirements are determined in conjunction with UAPD (University of Arizona Police Department) and UA Risk Management. Considerations include the dance day, time and place, expected attendance, expected number of guests not on the pre-printed guest list, the past history of the event, the type of event itself and the sponsoring organization. UAPD will provide security for all dances in the Student Union Memorial Center. The client or sponsoring organization is responsible for contacting UAPD and making all necessary security arrangements. A request for security personnel should be made

at least 3 weeks before the event to ensure UAPD has time to staff the event.
Please contact Anjelica Yrigoyen at 626-6728 for information on cost or to schedule police officers. University Risk Management may require additional security and this will be discussed with Client as far ahead as possible.

Dance Policy (cont.)

UAPD will decide how many officers are necessary for the dance and all arrangements including payment are to be made directly with the UAPD contact. In addition, the following will also apply:

1. The sponsoring organization must identify one (1) individual member who will specifically be charged with the responsibility for assisting with security. This individual shall be stationed at the door throughout the dance to take an accurate head count.
2. The sponsoring organization/representative must also check identification, collect admission fees, and communicate with security and Student Union staff. These individuals must check with the Union's Operations Manager before the doors open for the dance.
3. All dance participants are subject to pat down. Purses/fanny packs may be searched. No large bags, (i.e., backpacks), are permitted.
4. Participants who choose to leave the designated dance area must repeat the complete security screening process and pay any admission fees again.
5. If anticipated attendance and the security of the facility necessitate, the University Police Department and/or Arizona Student Unions reserve the right to require the sponsoring organization to hire additional security. In such cases, every effort will be made to discuss these concerns with the sponsoring organization as far in advance as possible.
6. The Arizona Student Unions and/or security reserve the right to refuse admission to anyone.
7. The Arizona Student Unions reserves the right to close the dance or end the event at any time if they feel that canceling the dance is in the best interest and safety of the dance guests and/or Student Union Memorial Center staff.

Parking

If your event will require vehicle parking, please contact the Special Events Coordinator for Parking & Transportation at 1117 E. 6TH, or by phone at (520) 621-3710. The cost of renting space in the Student Union Memorial Center does not include parking fees on campus. The nearest public parking facility is the Second St. /Mountain Ave. garage located behind the Student Union Memorial Center on the corner of Second and Mountain Ave. Please contact Parking and Transportation for more information on the garage schedule, parking fees and other available parking locations on campus. The Student Union does not take any responsibility for providing parking for events held at the Student Union.

Dock Access

Load in or load out for the sponsoring organization, their band, DJ or other service providers must be coordinated in advance with the Event Planning office. All services associated with the dance event must use the Arizona Student Union underground dock to load and unload equipment. Use of the traffic circle behind the Student Union is not permitted for loading or unloading for events. Additionally, there is no guarantee of parking in the dock area. Please consult the event planner for your event in advance to work out the dock access issues. The dock policy can be found at: <http://union.arizona.edu/operations/policies/dockaccess.php>

Dance Policy (cont.)

Facility Fees

Facility fees include room rental charges, cleaning fees, overtime labor, and in rare cases, damage charges.

1. Room Rental–The following facilities are available for dances at the associated rates: The Student Union Memorial Center Grand Ballroom University rate: \$800 /Non-University rate: beginning rate: \$1500 to \$3000 Please note that the entire Grand ballroom needs to be rented when a dance is taking place (regardless of how many guests are expected to attend) to avoid any sound conflicts with neighboring events.
1. Cleaning–There are minimum cleaning charges for all dances. Additional cleaning charges may be assessed as needed to restore the facility to its original state. The minimum cleaning charge is \$150.00.
2. Overtime Labor–There is a minimum overtime labor fee of \$50/hour for every hour that the facility is not completely cleared after the building closes, this includes increments of hours. Groups will be charged the full hourly rate regardless of whether they stay in the building for the full hour over or not. This includes DJ equipment and load-out. The charge goes up to \$200/hour after 1am. It is important to schedule the end time of the dance to assure there is sufficient time to load out for the event.
3. Damage Charges–The sponsoring organization will be charged for any damages that occur during the dance. a. A facility checklist will be completed prior to the start of the dance to document damage that is preexisting and will be reviewed and signed by the Unions’ staff member on duty and the sponsoring organization.
4. At least seven (7) days prior to the event, the sponsoring organization is required to submit payment for the cleaning charge and room rental. Any remaining balance is due after the event and must be paid within five (5) days of the dance. If the fees are not paid, all future reservations will be canceled. Dances must be canceled seventy-two (72) hours in advance to avoid room, catering, and security charges.

Facility Hours

Music must end at the designated closing time outlined on the dance request and the facility vacated. Bands and DJ’s must load out by the scheduled end of the event. Appropriate overtime charges apply.

No guest admittance after 12:00 midnight and everyone out including DJ and band by 1am. After 1am overtime charges increase to \$200.00/per hour. Sunday to Saturday building closes at 10pm during fall and spring semester. Sunday to Saturday building closes at 9pm during summer. During holidays and non-class times, the Union may be closed or on an abbreviated schedule. Please check with an event planner to see if the Union’s Facilities are available during one of these times.

Scheduling

The sponsoring organization must submit a Dance Request form to the Student Unions’ Event Planning Office at least fifteen (15) working days prior to the dance. Refreshments are available from our catering department and should be ordered

through the Event Planning Office (621- 1989). All set-up requirements, including microphones, tables, chairs, etc. should be coordinated through the Event Planning Office at the time the dance request is submitted. Arizona Student Unions and University policy prohibit bringing food/beverages from outside sources. All food/beverages must be purchased from Redington Catering (Student Union). Any changes made beyond the original arrangements will be handled by completing a change order form with the Event staff. Additional charges for added equipment or services will apply.

Dance Policy (cont.)

Planning

A sponsoring organization representative must arrange and meet with Student Union staff no later than one (1) week prior to the dance to confirm dance details, estimate of attendance, facility use, room set up, admission procedures, security, fees, and roles and responsibilities. The sponsoring organization(s) will be responsible for scheduling the preplanning meeting through the Event Planning Office. Failure to schedule or attend this meeting or provide final details at least (1) one week before the dance event will result in the cancellation of the dance.

Publicity

Advertising University dances to the general public is prohibited. The distribution of flyers is limited to the University of Arizona and invited guests of UA students. The flyer must include the guest policy, identification requirements, and notice of security. The sponsoring organization may distribute flyers once the dance and flyers have been approved by the Arizona Student Unions.

Disciplinary Measures

1. The Arizona Student Unions are smoke-free facilities. The UA is a Weapons, Alcohol and Drug Free Zone as stated in the Arizona Board of Regents (ABOR) Code of Conduct. Persons who are in violation of these codes are subject to expulsion from the dance. Unruly behavior of any type may result in the immediate expulsion of the responsible individuals from the dance and/or the immediate cancellation of the dance.
2. Student(s) and/or student organizations or any of the dance attendees who violate University, state, or federal policy/laws at a dance may be subject to the ABOR Student Code of Conduct, disciplinary action, and/or prosecution in a court of law.
3. Participants who violate University, state, or federal policy at a dance may be subject to state and/or federal, civil, or criminal prosecution.
4. Problems arising from violation of Event Planning Office policies, (i.e. damage, clean up, etc.), will result in additional charges to the sponsoring organization and the possible loss of scheduling privileges and recognition.

Liability Insurance

If permission to conduct an event is granted, it is understood that the signing individual and/or the sponsoring organization, will take full responsibility for injury to any person or property caused by the organization or members thereof and will be financially responsible for both damages and expenses resulting there from. It is also understood that the signing individual and/or the sponsoring organization assume all risks for injury or loss to the property of members or guests of the sponsoring organization and that approval of the event does not provide any coverage by University insurance. Evidence of insurance, by issuance of a certificate naming the Arizona Board of Regents on behalf of the University of Arizona as an additional named insured, for commercial general liability insurance in a single limit amount of

\$1,000,000, or more as appropriate to the risk of the event as required by the Department of Risk Management & Safety, must be provided. The certificate shall clearly establish that the coverage provided is primary, and that any insurance carried by the University is excess. The Department of Risk Management & Safety may change insurance requirements based upon the assessment of risk.

For more information regarding this dance policy, contact the Assistant Director for Facilities & Operations, Larry D. Jones at 621-1417 or 360-3525 or by email at ldj@u.arizona.edu.

See www.union.arizona.edu/operations/policies to view Student Union Memorial Center policies.

Regarding Date Auctions

A variety of opinions have been expressed regarding whether or not date auctions are appropriate activities for student organizations at The University of Arizona. The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the Center for Student Involvement and Leadership. It is not our belief that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

Racial insensitivity

Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

Gender insensitivity

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

Personal safety

A date auction often involves a "well known" person spending time with a stranger that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she seeks access. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

While organizations have very good intentions in sponsoring date auctions, given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative alternatives that organizations have for raising funds, auctions should be avoided and will not be supported with University or ASUA funds or facilities.

Adapted from the Texas A&M University Statement on Date Auctions.

Campus Use: Mall & Room Scheduling

Mall Space

Individuals and organizations may reserve space on the Mall for use. Reservations of space on the Mall must be made through Mall Scheduling at 626-2630 or in the Event Planning Office, SUMC Room 348. Use of such space is subject to the time, place, and manner regulations set out by The University of Arizona. All uses of the Mall that require special equipment, such as amplifiers, tables, chairs, etc., must be coordinated in advance with Mall Scheduling. For complete information on Mall use, check with Mall Scheduling for Mall Guidelines at: http://web.arizona.edu/~policy/Campus_use.pdf.

To Reserve Mall Space obtain and complete a *Mall Activity Request Reservation Form* from the Event Planning Office, SUMC Room 348.

- Plan ahead! Mall space is not guaranteed until a completed form (with all necessary signatures) is submitted to Mall Scheduling. Space availability is limited and is first come, first served. Two calendar weeks minimum from receipt of completed form is usually required for Mall use approval.
- The organizations president or treasurer must be the contact for the event.
- Comply with all rules and regulations governing a Mall activity including but not limited to those governing amplification, structures, and types of activities allowed on the Mall itself. A complete list of all rules and regulations governing use of the mall is available from Mall Scheduling. Failure to comply with these rules and regulations may limit a group's future use of the Mall.
- Commercial activity on the Mall must comply with the Sponsored Commercial Activity on University Property Policy available from Mall Scheduling.
- Food may be offered or sold on the Mall if purchased from the Student Unions and if prior approval is given.
- Information and request form may be found on the web: www.union.arizona.edu/mall

Room Scheduling

The University of Arizona in some cases may make classroom facilities available for non-teaching activities provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with the University of Arizona classes. Request applications can be obtained from Room and Course Scheduling, Modern Languages 347, 621-3313. Please call the Event Planning Office at 621-1414 or visit SUMC 348 for information regarding the availability and policies for rooms, equipment, and facilities in the Student Union Memorial Center & Park Student Union.

- A. The following policies govern the use of classroom facilities for non-teaching activities:
 1. No smoking, alcoholic beverages, food or refreshments are allowed in University classrooms.
 2. Only the current president or treasurer may make room reservations for campus clubs/organizations.
 3. Clubs/Organizations' officers, as renters of University instructional spaces, are responsible for any damage to rooms or buildings as a

result of their room usage. Campus clubs/organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly. Failure to comply will result in revocation of future room request privileges.

4. If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office 626-PARK (7275).
5. Room reservations do not include the use of audiovisual equipment. All requests regarding the use of such equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).

Campus Use: Mall & Room Scheduling (cont.)

6. Campus clubs/organizations may request rooms using the following guidelines:
 - a. Fall Semester: Campus clubs/organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Spring semester. Club/organization events are subject to change or cancellation if the room is needed for a course or department event. During this period only rooms in Modern Languages and McClelland will be made available. Space is limited during this period and will be scheduled on a first-come basis.
 - b. Spring Semester: Campus clubs/organizations may request events to be held between the third week of the semester and the last day of classes. No campus clubs/organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Summer semester. During the first two weeks of class club events after 6 PM may be tentatively scheduled in Modern Languages or McClelland provided all course and department needs have been met. Club/organization reservations are subject to change or cancellation if the room is needed for a course or department event. Space is limited during this period and requests will be processed on a first-come basis.
 - c. Summer Semester: Campus clubs/organizations may request events to be held between the first day of Pre-Session and the last day of Summer II session. No rooms are available during Final Exams. If the officers of the Student Club/Organization change at any time during the year, the club/organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all club/organization events in centrally-scheduled rooms.
7. Student clubs/organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms. No candles, incense, or other flammable items may be burned in centrally scheduled classrooms. All room reservations for student organizations are subject to change if courses or departments require the classroom space. Failure to comply with any of the above policies will result in revocation of future room reservation privileges. Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the

right to cancel or suspend campus club/organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the club/organization or if complaints are issued regarding the organization's room usage.

B. Policy regarding charges for room use:

1. Definition: A student club/organization is one that has been recognized by The University of Arizona. All other clubs/organizations are considered outside organizations. If an event is to be co-sponsored by a student club/organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.
2. Student clubs/organizations may reserve two classrooms (50 seats or less) or one auditorium/large class-room per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.

Campus Use: Mall & Room Scheduling (cont.)

3. Campus clubs/organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
 4. The fee must be paid to the Room and Course Scheduling Office 3 days prior to the day of the event.
 5. Checks should be made out to the University of Arizona. If an organization wishes to cancel an event they must submit the cancellation form via the Room and Course Scheduling website no later than 3 days prior to the beginning of the event, otherwise the organization is still responsible for paying the invoiced fees.
 6. Student clubs/organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The student clubs/organization must provide a letter of co-sponsorship signed by both the president and treasurer of the student club/organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.
- C. Procedures:
1. Prior to making any room reservations, the president or treasurer of the club/organization should bring his or her CatCard to Room & Course Scheduling in M LNG 347. A photocopy of the CatCard will be kept on file. Room & Course Scheduling will assist student clubs/organizations Monday-Friday, 9:00 a.m. - 4:00 p.m. For questions, call 621-3313.
 2. Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the club/organization has a current application and photocopies of the president's or treasurer's CatCard on file with Room & Course Scheduling. Request must be 2 weeks in advance. Changes to a reservation must be submitted via an online request form at least 1 week in advance.
 3. Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked to present it to Campus Security.
 4. Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.
 5. Campus Security is not responsible for unlocking classrooms; rather clubs/organizations will be furnished combination codes for classroom access. The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of Curriculum and Registration will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a

scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center and Park Student Union.

Campus Use: Recreation Facilities

Recreation Facilities

The number of Recreation and Sport facilities available for student club/organization use are very limited. As you become recognized as a UA student club/organization, please keep the following information in mind:

- Recognition for student clubs/organizations status by The University of Arizona does not guarantee a room or time for the student club/organization to meet.
- All student clubs/organizations must request the use of the Student Recreation Center, Historic Bear Down Gym, Gittings Gymnasium, and all outdoor field space by contacting the Department of Campus Recreation at 621-9540. If a student organization would like to use McKale, it must contact the Athletic Department at 621-4694.
- Student clubs/organizations are assigned space by their history as a stable student organization on campus, their regular use of the assigned facility, and verification that student organization membership consists of University of Arizona students.
- Space to meet can only be scheduled on days when classes are in session. Student organizations wishing to extend their use (i.e., vacation periods and non-class days), must make specific arrangements and be prepared to pay a \$10/hour per employee facility monitor fee.
- Student clubs/organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Facility use for tournaments will require a \$10/hour per employee for the Department of Campus Recreation personnel to open, monitor, and close the facility. Rental rates for facilities may also apply.
- Assign one student club/organization member to be the contact person with the Department of Campus Recreation.
- Try to be as organized as possible and have alternate dates and facilities planned when completing a reservation form to request a tournament or activity sites.
- Student clubs/organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Submit your request early.

