The purpose of the Office of Fraternity and Sorority Life Advisor Manual is to serve a resource to help you as the advisor assist the chapter in their development and growth throughout the year in various capacities.

In this manual, you will find the following resources along with the pages for the documents. If you have any questions, please do not hesitate to contact Jennifer R. Morales, Assistant Director for Fraternity and Sorority Life, at jmorale9@kennesaw.edu, Stephen D. Dominy, Coordinator for Fraternity and Sorority Life at sdominy@kennesaw.edu, or Andrew M. Harvill, Jr. at aharvill@kennesaw.edu.

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All information in this manual is intended for informational purposes and is subject to change. For additional information concerning the publication of this document, please contact the Office of Fraternity & Sorority Life.

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August 1, 2013

Dear Advisor:

Thank you for serving our fraternity and sorority community as a chapter advisor. The university as well as our office understands the importance of your role as an advisor. We support you in your efforts to enhance the collegiate experience of fraternities and sororities. Therefore, we have developed this manual to help you understand the complexity of fraternity and sorority membership and to give basic information about the Kennesaw State University community as well as its policies and procedures.

As our community grows and develops through the year, it is important that we have advisors serve as active partners in our ability to advocate, collaborate, and educate our fraternities and sororities.

Please do not hesitate to contact us in the Office of Fraternity and Sorority Life if you ever have any questions or concerns. We are here to support you as an advisor so that our students have the most exciting experience at Kennesaw State and one that they will remember for many years to come.

Fraternally,

Jennifer R. Morales
Assistant Director for Fraternity & Sorority Life

Stephen D. Dominy
Coordinator for Fraternity & Sorority Life

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Mission Statement

The mission of the Office of Fraternity & Sorority Life is to serve as an advocate and resource for our fraternal community. We empower members of Greek-lettered organizations to promote and uphold the ideals of scholarship, leadership, service, personal development, and fraternal ideals.

We are committed to serving our community by developing positive leadership, fostering an appreciation for diversity, and achieving individual and chapter excellence.

Community Pillars

Scholarship
Leadership
Service
Personal Development
Fraternal Ideals
Office of Fraternity & Sorority Life
Programs and Services

1. **Academics.** With the consistent goal of academic excellence within the fraternity and sorority community, the Greek honorary, Order of Omega and Gamma Sigma Alpha, exists to recognize those who excel in academics and leadership. The Office of Fraternity & Sorority Life compiles all academic information and provides the information to the constituents to our community.

2. **Community Performance Report.** The Office of Fraternity & Sorority Life produces a report detailing chapter GPA; number of chapter members and total numbers of Greek students; total and average community service hours. The report is given to faculty and administration; chapter and faculty advisors; inter/national headquarters staff.

3. **Membership Intake, Recruitment and Education.** The Office of Fraternity & Sorority Life works closely with the student governing councils for all fraternities and sororities to coordinate recruitment activities and events. Programs and seminars are organized to promote interaction among all Greek organizations and with other university departments in an educational setting outside the classroom.

4. **New Member Education.** The Office of Fraternity & Sorority Life sponsors educational seminars for all new members to assist them in their transition to their new community. Topics include risk management, hazing, diversity, gender issues, sexual assault and alcohol/drug awareness.

5. **Educational and Event Programming.** The office coordinates major retreats such as the Presidents’ Retreat to provide students with the resources they need to be successful chapters and leaders. Monthly meetings, officer training and program development guidance are also major functions of the office staff.
Office of Fraternity & Sorority Life
Expectations for Fraternity & Sorority Community

1) **Individual Good Standing Requirement.** To hold an executive office position for a governing council, students must maintain a minimum of a 2.5 cumulative GPA, be free of student conduct charges, and be an active member of a chapter in good standing with the Office of Fraternity and Sorority Life.

2) **Chapter Good Standing Requirement.** All fraternities and sororities at Kennesaw State University must remain in good standing with the Office of Fraternity and Sorority Life, the Department of Student Life, and the Department of Student Conduct and Academic Integrity.

3) **Rosters.** Chapters must maintain an accurate member roster with the Office of Fraternity and Sorority Life. Rosters updates are due to the Office of Fraternity and Sorority Life twice a year (November 15th for the fall semester and April 1st for the spring semester).

4) **Academic Requirement.** Chapters must maintain an average of 2.5 or higher cumulative GPA. Failure to do so will result in some form of academic support or suspension.

5) **Responsibilities.** All chapters are responsible for the following:
   a) Exhibit and support the Mission of the University and the Division of Student Success
   b) Conduct membership recruitment without regard to race, color, ethnicity, religion, sexual orientation, national origin, source of income, or military status
   c) Maintain a minimum of five (5) KSU student members at all times
   d) Maintain a full-time faculty or staff member as the Advisor
   e) Ensure your chapter is represented at monthly Presidents Luncheon
   f) Be a good steward of all facilities, student activity fees, campus resources and services provided on behalf of the organization i.e. audio/visual equipment, cubicles, etc.

6) **Policies.** All chapters must abide by the following:
   a) All local, state, and federal laws
   b) KSU Student Code of Conduct
   c) Applicable Council Constitution and Bylaws
   d) Applicable Council policies and recruitment rules
   e) Chapter’s Inter/national Organizational Bylaws and Constitution
Office of Fraternity & Sorority Life Non-Academic Discipline Flowchart

1. Information Received
2. Investigation
   - Case confirmed as individual
   - Individual charged by SCAI
3. FYI File created; not enough evidence
4. Case confirmed as organizational
5. Process by SCAI if allegation is violation of Code of Conduct
   - Case heard by SCAI officer
   - Revised decision or appeal denied
6. Not violation of Code of Conduct; sent to OFSL
7. Council Judicial Board determines outcome/sanctions based on judicial process
8. Case heard by OFSL
9. Appeals to OFSL
   - Resolution Accepted
10. Revisions to Director of Student Life
    - Revised decision or appeal denied

Adopted July 2012
Kennesaw State University Alcohol & Drug Policy

Use and Possession of Drugs, Including Alcohol Use and/or possession of drugs (controlled substances) are prohibited.

A. Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible organization representative acknowledges responsibility for monitoring alcohol consumption. Student activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president, and there are other limited exceptions to this policy within the residence halls by those over the age of 21.

B. All student organizations must submit an “Acknowledgment of Alcohol Policy” form to the vice president for student success and enrollment services during the first week of classes each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and the individuals responsible for the group’s social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.

C. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the “drawing card” for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver’s licenses.

D. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

E. Any violation of this policy at any organization activity shall be reported verbally to the Vice President for Student Success and Enrollment Services by the designated monitor(s) within 24 hours of returning to campus followed by a written report within three working days. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Vice President for Student Success and Enrollment Services, who shall then be responsible for disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of nonacademic University rules and regulations as provided for in the University Student Code of Conduct.
Kennesaw State University Hazing Policy

Disruption of Campus Life

It is the purpose of the institution to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

1. **Policy Statement** – Hazing in any form is prohibited at Kennesaw State University. Kennesaw State University is committed to providing a safe learning environment that supports the dignity of all University community members. Hazing is a violation of state law and is strictly prohibited by Kennesaw State University both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges.

2. **Definition** – “Hazing” means any intentional, negligent or reckless action, activity or situation that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership, office or other status in a student group, whether or not such group is formally recognized by the University and regardless of the individual’s willingness to participate. The expressed or implied willingness of the victim(s) is not a defense. Actions and situations that may constitute hazing may include, but are not limited to, the following:

- Forcing, requiring, or encouraging the consumption of food or any substance;
- Calisthenics (e.g., push-ups, sit-ups, jogging, runs);
- Treeing's (e.g. tying someone up and throwing food or other substances on them);
- Paddling in any form;
- Line-ups (e.g. yelling at or harassing people in a formation);
- Theft of any property;
- Road trips (e.g. dropping someone off and leaving him/her to find his/her own way back);
- Scavenger hunts; without prior approval from the OFSL;
- Causing an individual to be sleep deprived and/or suffer from excessive fatigue;
- Conducting activities that do not allow adequate time for studying or that interferes with their scholastic responsibilities (e.g. not allowing an individual to attend class, causing one to miss group projects);
- Forcing, requiring, or encouraging nudity at any time;
- Forcing, requiring, or encouraging the wearing of specific uniform apparel;
- Performing acts of personal servitude for members (e.g. driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry); requirement/forcing of purchases for others;
- Forcing, requiring, or encouraging individuals to engage in public stunts or buffoonery, hair cutting, morally degrading/humiliating games or activities, which are distasteful or designed to provoke nausea or inebriation;
- Verbally harassing any individual or any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
• Producing mental or physical discomfort in any form or physical and/or psychological shocks in any form;
• Forcing, requiring, or encouraging the violation of university policies, federal, state, or local law.

3. **Prevention** – As a part of the student group informational, recruitment, and membership intake activities, student groups are required to educate members and prospective members about hazing and to maintain documentation that they have fulfilled this requirement. Each member of a student group must sign the Kennesaw State University Hazing Compliance form. These forms are located in the Office of Fraternity & Sorority Life and the Department of Student Life.

4. **Reporting a Hazing violation** – All members of the University community are strongly encouraged to report suspected instances of hazing to the Office of Fraternity & Sorority Life (770-499-3081) and/or the Department of Student Life (770-423-6290), Student Conduct and Academic Integrity (770-499-3403) or KSU Police (770-423-6666).

5. **University as the Complainant** – All reports of hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the Office of Student Conduct and Academic Integrity may choose to initiate charges, not initiate charges or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the University will serve as the complainant throughout the student judicial process.

### Kennesaw State University Non-Discrimination Policy

*Kennesaw State University is an affirmative action/equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, handicap or national origin.*

• It is understood that Greek letter fraternities and sororities, which belong to NPHC, NPC, NIC, and some NALFO organizations, are single sex organizations.
Academic Policy Regarding Fraternities and Sororities at Kennesaw State University

Every chapter must maintain a minimum chapter semester grade point average of 2.5 inclusive of new members and initiates. Grades of individual chapter members will be made available to Chapter Presidents, Scholarship/Academic Officers, and Chapter Advisors.

An Academic Performance Report will be issued by the Assistant Director for Fraternity & Sorority Life on a per-semester basis and will be provided directly to each Chapter President, Scholarship/Academic Officer, and Chapter Advisor. This report shall include semester grades for all active members of each chapter.

The Assistant Director for Fraternity & Sorority Life will notify the chapters in writing that are placed on academic probation.

If a chapter has not attained a grade point average of 2.5 and a change occurs in a member’s grades, the Office of Fraternity and Sorority Life should be notified of the change in writing at the time the change takes place. Only if a chapter is on probation status will a change in member’s grade warrant re-computation of the chapter’s grade point average for a given semester.

A semester’s grade point average below the minimum requirement of 2.5 will result in probationary status as described in the following section of the document. One semester with a GPA below 2.5 will result in Level I Probation two or more semesters below a 2.5 GPA will result in Level II or Level III probation.

Level I Probation Status

1. Notification of chapter probationary status sent to Chapter President, Scholarship/Academic Officer, and Chapter Advisor by the Assistant Director for Fraternity & Sorority Life.

2. The chapter must complete the following:
   a. Plan two academic programs for the chapter using University academic resources.
   b. Prepare a written action plan for academic improvement. The academic improvement plan must be reviewed and signed by the Chapter President and the Chapter Advisor.
   c. Arrange a meeting between the Assistant Director for Fraternity & Sorority Life, the Chapter president, and the Chapter Advisors to review the action plan (no later than two weeks after notification).
   d. Limit chapter social activities to two events for the semester. No overnight trips or “formals” may be held.

Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level II Probation Status.

If the chapter achieves the required Grade Point Average (GPA) at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status thereafter.
If the chapter does not achieve the required grade point average while on SDS status, it will be placed on Level II Probation Status.

**Scholarship Development Status**

Chapter must follow the academic action plan created by the chapter and approved by Office of Fraternity & Sorority Life by Friday of the fourth week of the semester. The Chapter President and Scholarship/Academic Officers will meet with the Assistant Director of Fraternity & Sorority Life to review the action plan. The Scholarship Development Status is designed to help monitor your chapter’s academic progress throughout the semester.

**Level II Probation Status**

Level II Probation Status includes the requirements of Level I plus the following:

1. Suspension of chapter social privileges. The Chapter President must make a written appeal by the fourth week of the semester for any exception to this probation to the Assistant Director of Fraternity & Sorority Life.
2. Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level III Probation Status.

If the chapter achieves the required grade point average at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status for the following semester.

If the chapter fails to achieve the required grade point average while on SDS status, it will be placed on Level III Probation Status.

**Level III Probation Status**

Includes the requirement of Level II plus the following:

1. Suspension of recruitment and/or intake.
2. Request from the Assistant Director for Fraternity & Sorority Life to the Chapter Advisor for a meeting between the advisor, chapter president, chapter advisor and Office of Fraternity & Sorority Life officials.

Failure to comply with any of the above conditions and/or of the requirements automatically and immediately places the chapter on Level IV Probation Status.

If the chapter achieves the required grade point average at the end of the semester, the chapter will be placed on Scholarship Development Status (SDS) for the following semester. If the chapter achieves the required grade point average at the end of that semester, the chapter will be removed from any sanction status for the following semester. If the chapter fails to achieve the required grade point average while on SDS status, it will be placed on Level IV Probation Status.
**Level IV Probation Status**

1. Revocation of university recognition of the chapter including loss of chapter ability to utilize University facilities and participate in University events.

2. Meeting request from the Assistant Director for Fraternity & Sorority Life to the Chapter Advisor to discuss continued recognition status of chapter on the KSU Campus.

**Regaining Recognition: Lost Recognition for Academic Reasons**

In the event a chapter loses University recognition due to failure to meet the requirements of this policy, the chapter may petition the Office for Fraternity & Sorority Life for reinstatement under the following guidelines:

- The chapter must present a plan for chapter redevelopment that clearly and persuasively addresses the academic failings heretofore.
- The petition must include explicit support from the inter/national organization.
- The chapter will be inactive for at least one semester, during which it may function only for the purpose of preparing its petition and redevelopment plan.
- The Office of Fraternity and Sorority Life will continue to monitor academic performance of a suspended chapter for one calendar year if so requested by the chapter for use in its development of a petition and redevelopment plan.
- A chapter petitioning for reinstatement must meet all other requirements of the University in order for its petition to be considered.
- In the event that a reinstated chapter is suspended from campus within one year of reinstatement, no further petition for reinstatement will be considered from the chapter for five years or until all members of the chapter graduate or are no longer affiliated with Kennesaw State University.
- A reinstated chapter returns to the community on Level II Probation Status.
Cubicle Policy for Fraternities & Sororities

Any KSU Fraternity or Sorority that is in good standing with the Office of Fraternity & Sorority Life (OFSL) is eligible to receive a cubicle. The OFSL staff will notify chapters if they are not eligible to receive a cubicle. All chapters assigned a cubicle in the Carmichael Student Center agree to abide by the following:

Cubicles will be assigned prior to each Fall Semester based on the current chapter’s overall GPA. The fraternity/sorority with the highest GPA will select first and the fraternity/sorority with the lowest will select last. The expectations are as follows:

- Users will remove trash at least weekly from the cubicle and place it in the large trash receptacle located in the area.
- Users will not leave any perishable or unsealed food items in the cubicle at any time.
- Items allowed in the cubicles are as follows: small decorative accessories, small bookcases, movable rugs (no home or industrial type carpets), rolling storage units, bean bags or pop up chairs, (no large or upholstered furniture of any kind. This includes, sofas, bunk beds, cots, armchairs). Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, space heaters, toasters, toaster ovens, coffee pots, or any other comparable items) into the cubicles.
- No KSU issued cubicle furniture will be removed from the cubicle.
- Cubicle Decorations: Windows and ceilings of your cubicle area are not to be decorated in any way. The OFSL must adhere to the fire code; therefore, no items may be displayed or hung from the ceiling. No signs or stickers may be placed on windows. No furniture or anything else may be mounted on the walls or floors of the cubicles. Do not place any items on top of the partition that may obscure or cover another organization’s signage and/or cubicle number. The OFSL staff may remove items that obscure signage. If you wish to attach items to the walls of your cubicle, please use only push pins, thumb tacks or scotch tape. Do not use any type of glue or other material that may damage the partition or cubicle as any repairs or replacement of equipment will be charged to your organization. You should be able to remove anything easily and should stay away from any stickers or permanent adhesive items.
- Members of the organization will be respectful of other cubicle-holders regarding noise, conversation, and actions, and will treat all other cubicle holders with respect, dignity, and thoughtfulness.
- Smoking and Alcohol/Flammable Materials: Student organizations are expected to follow all Kennesaw State University policies pertaining to smoking and alcoholic beverages. The Carmichael Student Center is a smoke-free building, including the 3rd floor balcony. Do not store flammable materials in the cubicle/office or den area.
• At the end of the cubicle term, the following items must remain and be accounted for: 2-drawer file cabinet, chair, rolling chair, desk, trashcan, recycle can (blue), and cork/whiteboard. If any of these items are missing, the organization will be charged for the cost to replace the items.

• If any cubicle items are damaged, the organization will be charged for the cost to repair or replace the items. Excessive damage done by members of the organization can lead to loss of the cubicle. The OFSL reserves the right to remove or instate cubicle privileges at any moment if the chapter violates any of the cubicle guidelines.

• The organization is responsible for any items brought into the cubicles. The cubicle area is not immune to theft or vandalism. The OFSL is not responsible for any items stolen or lost from the cubicles. In the event of theft or loss, please notify the Office of Fraternity & Sorority Life and file a report with campus police. Any purses, wallets, computers, televisions, videos, textbooks, and other valuables are at risk if they are left unattended in the cubicle.

The person who is signing this form will communicate this contract and all the terms within to others in the organization that will be using the cubicle.

By signing below, you are agreeing to be the contact person for all communications regarding your chapter’s cubicle as well as all the conditions for having a cubicle. Please complete the part below and sign.

Organization Name: ____________________________________________

Name of Chapter President: _______________________________________
(This is the person who will assume major responsibility for cubicle issues)

Email of Contact Person: _________________________________________

Phone number of Contact Person: _________________________________

Contact Person signature: ________________________________________

Date: ________________________________
Summarized Steps for Planning an Event on Campus as a Fraternity/Sorority

1. First step is to meet with your members and discuss details of the proposed event. Suggested questions to answer are:
   - What do you want to accomplish from hosting the event?
   - When and where would you like the event to take place? (multiple dates and location options are best)
   - What is your budget for the event?
   - Who is your target audience for the event?

2. The designated reservation delegate should submit the Activity Request Form at ksustudent.com. Please allow for 3-5 business days for the Reservation Coordinators to process your request.

3. After the necessary processing time, you will receive correspondence from a The Department of Student Life Reservation Coordinator informing you of your reservation status. At this time you will know if you reservation is confirmed, denied or on hold and will be able to begin taking proper steps to finalize your event. Be sure not to advertise or make concrete plans until you know you have a space.

4. At this time your organization may move forward with finalizing all details for your on campus event. Please be sure to complete the following tasks in a timely manner:
   - Begin advertising for your event
   - Read your reservation confirmation and ensure that all outlined policies are adhered to
   - Read your reservation confirmation for accuracy in room set-ups and equipment needs
   - Submit all necessary contract documents for approval (See the Department of Student Life Business Manager for details).

Room Reservations / Event Space on Campus

**Sponsored Activities by Registered Organizations**

The key component in requesting this space is completing the Activity Request Form found at ksustudent.com, which will be processed by one of the Department of Student Life Reservation Coordinators. It takes 3 to 5 business days to process a request. In order to arrange proper access to space, set-up and other details all Activity Request Forms should be submitted at least 7 to 10 business days prior to the requested date of the reservation.

Event requests may require approval from CEPC (the KSU Campus Event Planning Committee comprised of key university officials), which requires a minimum of 30 days to process. Before any agreement(s) may be made in connection with the function, the CSO should have received a Reservation Confirmation.
KSU AMPLIFIED SOUND POLICY

All approvals are contingent upon space reservation confirmation.

### OUTDOOR LOCATIONS

**STUDENT CENTER TERRACE**
Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday - Sunday.

**GAZEBO**
Amplified sound allowed ONLY between 12:30pm and 1:45pm Monday – Friday as well as Fridays between 5:00pm and 10:00pm; allowed between 8:00pm and 10:00pm Monday – Thursday; between 12pm and 10pm Saturday and Sunday.

**CAMPUS GREEN (EAST SIDE)**
Amplified sound allowed on the *East* end of the Green (nearest Kennesaw Hall) ONLY between 12:30pm and 1:45pm Monday through Saturday; between 11am and 10pm Sunday.

**CAMPUS GREEN (WEST SIDE)**
Amplified sound allowed on the *West* end of the Green (this includes Southwest nearest Rec Center, West nearest Student Center entrance at Bursar’s Office, and Northwest Grill area) from 11am to 10pm Monday - Sunday.

**THE COMMONS**
Amplified sound is allowed at the Commons ONLY between 12:30pm and 1:45pm Monday – Friday. Requests for Saturday and Sunday will be reviewed on a case-by-case basis.

**ALL OTHER OUTDOOR LOCATIONS**
Any outside areas on Main Campus not listed above will be determined on a case-by-case basis.

### INDOOR LOCATIONS

**STUDENT CENTER**
The Student Center allows amplified sound, both built-in systems and additional PA systems, in all locations in the building.

**INDOOR PLAZA (Prillaman Hall)**
The Indoor Plaza is approved for use of a small group PA system.

**AUDITORIUMS**
Additional PA systems are approved to be used in auditoriums.

**ALL OTHER INDOOR LOCATIONS**
All areas with built-in audio/visual equipment are approved for use of the built-in system at any time. Additional audio equipment is not permitted for these areas.

*No Amplified Sound permitted during Finals Periods of each Semester*

*exceptions to this policy will be determined by the Campus Events Planning Committee.
**Any amplified sound needed to conduct an academic class is exempt from the Amplified Sound Policy.  
Approved by CEPC on 7/11/2013*
**Room Reservations/Event Planning Policies (continued)**

**Sponsored Outdoor Recreation**
Kennesaw State University recognizes that many activities in which students participate carry some risk of accidental injury. However, for the purpose of applying these policies, such activities are defined as those that carry a recognized risk of accidental injury. It is also recognized that the potential for such injury is substantially reduced upon the implementation of policies and procedures that ensure that reasonable and due care is observed pursuant to safety and participation in such activities.

**Use of Sports and Leisure Equipment Owned by the University**
The Department of Recreation & Wellness has equipment available that may be checked out for outdoor recreation activities by KSU students, staff, faculty and organized groups.

- First priority for equipment use will be given to the organization whose budget funded the equipment purchase.

- Equipment may be used by other KSU groups.

- The groups must follow all applicable rules set forth in the policies created by the Department of Sports & Recreation.

- The faculty/staff or student member of the group sponsoring the activity will check out equipment. This individual will also be responsible for returning the equipment in clean, working condition.

- If equipment is not being used by an organized group, it may be checked out to KSU students, faculty and staff on an individual basis, under these guidelines:
  - The individual must be trained and, where appropriate, certified in the activity.
  - The individual may be required to submit a signed Release, Waiver of Liability and Covenant Not to Sue form before checking out equipment (proof of insurance sufficient to cover injuries may also be requested).
  - The individual will be responsible for returning the equipment in clean, working condition. The individual must pay any costs for damage or cleaning.
  - Nature Bound and Intramural equipment rental may require fees and refundable deposits.

**Fundraising**
Fundraising events and charity events must be planned in advance. Prior to scheduling any fundraiser, please complete the online Activity Request Form at ksustudent.com. For more specific questions, call 770-423-6280 for assistance or visit the Student Center, Room 274.

**Room Reservations: Specific Space Details**
- Designated campus locations may be reserved for meetings and events.
- All classroom use will require the presence of the organization advisor for admission to the room.
• Booths or tables may be set up in the Student Center Atrium, Student Center Terrace, in the library lobby, Social Science Atrium, The Commons Patio or in the lobby of the Burruss Building.

**Campus Green Use Policy**

The Campus Green was designed for use primarily as an aesthetic feature for informal gatherings and light impact recreation. The Campus Green is the open area located between the Student Recreation and Wellness Center, Kennesaw Hall, the Student Center, and the Burruss Building. The Campus Green is available for use by KSU students, faculty, and staff for organized activities and events with prior approval from the Student Life Department. Requests will be evaluated specifically to ensure aesthetic preservation of the facility.

KSU encourages casual use of the Campus Green, but in order to preserve the aesthetic quality of the space, there are some circumstances and events that are not permitted. These circumstances and events include, but are not limited to, the following:

• Use of cleats or spiked shoes
• Golf practice or instruction
• Intramural events
• Activities using bicycles, skateboards, roller blades/skates, or vehicles
• Canopy tents larger than 10 feet by 10 feet
• Stages
• Any equipment that utilizes stakes

Students occasionally use some of the above items at events. These items may be placed outside the oval green area with approval from the Department of Student Life.

As with all Kennesaw State University property, users are expected to remove any debris and report any damage that may occur during the use of the area.

For information on using this space for your RSO, contact a Reservation Coordinator in the Department of Student Life at 770-423-6280 or send an email to rsoreservations@kennesaw.edu. For your class project for which you want to use the Campus Green, please have your professor contact University Events at events@kennesaw.edu.

**Campus Green Zones**

• CG Zone 1- The Campus Green oval only (no lighting available)
• CG Zone 2- the grassy area between the Campus Green and the Student Center
• CG Zone 3- the Grill Area near the Green
• CG Zone 4- the area between the Grills and the Burruss Building
• CG Zone 5- the grassy area between the Grills and the Student Center
• CG Zone 6- the grassy area between the Student Center and Recreation Centre
• CG Zone 7- the grassy area between the Campus Green, Zone 6 and the Recreation Center. Main Power source located here.
• CG All Zone 1-7- All zones. For large events only.
• CG Zone 1 & 2- A combination of Zone 1 and Zone 2
• CG Zone 3 & 4- A combination of Zone 3 and Zone 4

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You will need to go to the area on the map marked with the star to get your table and chairs. You are allotted 1 table and 2 chairs unless specified otherwise in your confirmation. Once finished with your event, you must return the table and chairs.

**RSO Room Reservations**
The Department of Student Life assigns space according to the most appropriate use of the venue as the event is described on the Activity Request Form. The demands on the venue as well as the nature and the size of the event will be considered in determining space assignments.

Room reservations can only be processed when an authorized representative of the Registered Student Organization has submitted the online Activity Request Form. When making reservations, please organize the room reservation request within your group before requesting rooms to ensure you do not send duplicate requests. The Department of Student Life Reservation Coordinators will process your request within 3-5 business days.

General purpose rooms and classrooms may be reserved by Registered Student Organizations by filling out an online Activity Request Form found at ksustudent.com. Please complete the form thoroughly and provide any additional details pertaining to your event.

Room requests are processed in the order that they are received and are assigned on a first-come, first-served basis. Please be aware that some miscellaneous rooms or classrooms in buildings across campus may not be available to student organizations. Some rooms are controlled by the College or Dean’s office in that particular area and may not be available for use by student groups.

Notice: Requests for classrooms are offered to Registered Student Organizations only after all courses/classes and academic bookings have been reserved. This limits the available space on campus for RSOs because of priority order in the reservation process. Please be aware that room availability has been decreasing each semester and your organization should be mindful to plan your requests accordingly. The Department of Student Life will do its best to accommodate your organization, but there is only limited general purpose classroom space available for room assignments.
Two members (the president and one additional member) from each Registered Student Organization will be authorized to submit reservation requests on behalf of the RSO.

**RSO Space Use Policies**

**Event Specific Policies**
Only Registered Student Organizations may request permission to set up donation sites for items (i.e. money, canned goods, clothes, etc.) in University venues. Fundraising events and charity events must be planned in cooperation with the Department of Student Life and the Office of University Development. Please complete the appropriate forms found online for fundraisers or donation drives. They can be found under forms at ksustudent.com. Please contact the Department of Student Life (770-423-6280) for assistance, or come to the office (Student Center, room 274).

**Large Event Planning**
Some large events require significant pre-planning and involvement from many University departments (i.e. detailed setups, custodial, security, catering, parking, audio visual, etc.). These events may include but are not limited to conferences, concerts, guest speakers, performances, and seminars. Each large event request will be considered on a case-by-case basis after submission of an Activity Request Form. Large events may require review by the Campus Events Planning Committee. Due to the extensive planning and coordination involved in holding a large event, very specific guidelines have been established to ensure that all parties communicate and work together to host an event that is fun, safe, and will best showcase Kennesaw State University.

**Event Integrity**
The details of your event may not be changed from the original request without completing the online Cancellation/Change form found on the Student Life homepage at ksustudent.com under the forms section. If excessive changes to the details of the event occur, you may be asked to resubmit the Activity Request Form with updated information. For example, if a lecture becomes a concert or a seminar becomes a three-day workshop, you must cancel the original reservation with the on-line cancellation/change form and submit a new Activity Request form.

Transferring, loaning or sub-leasing a reservation or misrepresenting the intended use of the venue are serious matters that may result in immediate suspension of a group’s eligibility to use KSU facilities. If it is determined that a misrepresentation of any event request has occurred, cancellation of the event and possible loss of campus space use privileges may occur. It is important if you are working with an outside group, that their names be noted on the Activity Request Form and the nature of the event be listed.

When assigning space, Student Life and the Campus Events Planning Committee (CEPC) take into consideration the following elements:
- Availability of the facility or space
- Maximum capacity of the facility or space
- Best use of facilities and their suitability for various activities and functions
- An event will not be approved if it displaces a class or other academic event or is likely to disrupt the academic environment.

Contracts should not be submitted for approval until a space confirmation has been received.
**Event Sponsor Responsibility**
The sponsoring organization or department is responsible for the information provided when making a reservation and for designating an official contact person. The contact person and the advisor are responsible for the proper conduct of the event and for returning the facility or space to its original configuration.

**Space Reservation Denials**
Student Life reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. The Department of Student Life on an individual basis will consider appeals. Occasionally, a request will be referred to the President's Cabinet for final approval. If there is no space available that fits the time, date and size needed, or the request is not submitted within the appropriate time frame to ensure the event’s success, the request will be denied.

**Academic Precedence**
The Academic Calendar is imported directly into the Events Management System (EMS) to avoid conflicts. All reservations in academic spaces hold the risk of being moved due to an academic class being scheduled in that space at any point during the semester. Occasionally, an academic class is placed in a room where an event is booked. The academic class will take precedence and Student Life Reservation Coordinator will make every effort to resolve the issue and reassign space assignment when possible. The Reservation Coordinators take a proactive role in reassigning academically bumped events prior to the reservation date.

**Cancellations**
Should it be necessary to cancel a reservation, the original requestor must fill out and submit the cancellation/change form within two (2) business days, to ensure consistency of communication with the organization. Any student organization or university department that fails to honor a reservation without canceling two (2) business days in advance may have future use of facilities restricted. Student groups that fail to cancel an event will be categorized as no shows (see No Show Violation policy below). Organizers are responsible for removal of promotional signage and notification of cancellation to all participants.

**No Show Violations**
Any organization, department, or individual that fails to notify the Department of Student Life of a cancellation prior to the event will be considered a no show. Written notification of the no show will be sent to the individual listed on the reservation with a copy sent to the advisor. After two no show violations, reservation privileges will be suspended for one academic semester unless otherwise determined by the Department of Student Life administration.

**Administrative Cancellations/Changes**
In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function or academic need. Student Life and University Events staff will work with the organization or department to provide alternative accommodations whenever possible.

**Inclement Weather Cancellations**
When campus is closed due to inclement weather, your event will automatically be cancelled. The student group is responsible for re-submitting the event request if they wish to try for another date, but due to existing campus obligations, we are not always
able to accommodate the re-schedule request. Due to the high demand for space, rain locations will not be available for events booked outdoors except for Presidential Events.

**Classroom Use For Meetings**

When space is not available in the Student Center every effort will be made to find space in an academic classroom building. If a classroom is booked for you, your advisor is responsible for that space. They must get you into the room, make sure nothing is misused and see that the room is left in proper condition. They are responsible for making sure the space is secure when you leave. Your advisor has to contact the Locksmith by email to request access be put on his/her ID Card for the date, time and room of that meeting. Campus Police will not open a room for you and you should not go to the offices in the building asking office personnel to open a door for you. If you have not made proper arrangements prior to the meeting, you will not get in the room.

*For after hour use of classroom space, your advisor must be present or Campus Police may ask you to leave the building when it is time to lock down.* The primary use of classrooms is for academic classes; therefore, leave any classroom as you found it and ready for the next class. If there is a problem for the next class, the last group in the room may be responsible for any damage or may lose the use of the room for future dates.

**Noise**

Please be considerate of the noise level when using a classroom so you do not disturb the classes around you. No food or drink is allowed in classrooms. All evidence of you being in a classroom should be taken with you.

**Advanced Booking**

All requests for reoccurring reservations on campus, meetings on campus or single instance events outside of the Student Center can be reserved beginning July 15 for Fall, November 15 for Spring and April 15 for Summer. *Exceptions to this policy are determined by the Department of Student Life and include all Line Item Organizations, Fraternities and Sororities. These groups are able to book space in the Student Center for meetings one year in advance for an entire year at a time. Also, all Registered Student Organizations can reserve space for a one-time event in the Student Center one year in advance. Classroom schedules must be set before you can request classroom space for the semester. If space is not available in the Student Center for any of the dates requested, classroom space will not be available for booking until the class schedule is finalized. (See the dates above for advanced booking in classrooms.)*

**Amplified Sound In Classrooms**

No amplified or recorded music may be used in classrooms while classes are in session without prior approval from the Department of Student Life.

**Blood Drives**

Volunteer Kennesaw is the designated campus entity responsible for the coordination of blood drives. Their office is located in the Carmichael Student Center, Room 264. They can be reached by phone at 770-423-6700.

**Cookouts and BBQ’s**

- Grilling event must be reserved with and approved by the Department of Student Life or the Department of Events Services.
• An activity request form must be filled out to hold a cookout on campus or to use the existing grills.
• All campus grilling must end by 9 p.m.
• Only the charcoal grills installed on campus grounds may be used.
• Portable gas and charcoal grills are prohibited.
• Flammable items such as charcoal and lighter fluid may not be stored on campus, except in approved fireproof cabinets.
• A fire extinguisher is required which will be provided by EHS. You must contact the EHS Department to make arrangements for pickup, (678) 797-2410.
• The individual reserving the space is responsible for safety during the grilling event.
• Use of alcohol is prohibited.
• The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water after the grilling is complete, and that the site is left as clean.

Additional information on KSU Environmental Health and Safety policies on cookouts can be found on the activity request form under grilling.

**General Meetings**
The Student Center is the most appropriate indoor venue for any group that wants to serve food or have amplified sound at its event. Due to the high demand for the Student Center rooms, classrooms may be used for meetings where food will not be served and where amplified sound will not be used.

**Gambling**
Kennesaw State University prohibits gambling on campus. In order for your organization to hold this event you must agree to uphold the following regulations:
• Games can be played as long as there is no buy-in and the game is not played with money.
• No cash prizes can be given as awards to winners.
• Selling tickets for non-cash prize drawings, refreshments or other non-game related items, can raise money.

**Raffles**
“Raffle” means any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such term shall also include door prizes that are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded. GEORGIA STATE CODE 16-12-22.3

By definition, the State of Georgia considers a raffle and a lottery to be one and the same under most conditions: —It is the intention of the General Assembly that only nonprofit, tax-exempt churches, schools, civic organizations, or related support groups; nonprofit organizations qualified under Section 501(c) of the Internal Revenue Code, as amended; or bona fide nonprofit organizations approved by the sheriff, which are properly licensed pursuant to this Code section shall be allowed to operate raffles. GEORGIA STATE CODE 16-12-22.1(a)
Since most student organizations are not truly qualified to conduct official raffles in the State of Georgia, the Department of Student Life staff members suggest that student organizations hold Free Drawings in which no money is exchanged for the chance to win the prize to be raffled. Groups planning to hold a Ticket Sale, raffle or Free Drawing must complete the Activity Request form for this event.

**Summarized Steps for Planning an Event on Campus as an RSO**

First step is to meet with your members and discuss details of the proposed event. Suggested questions to answer are:

- What do you want to accomplish from hosting the event?
- When and where would you like the event to take place? (multiple dates and location options are best)
- What is your budget for the event?
- Who is your target audience for the event?

Have your designated reservation delegate submit the Activity Request Form located at ksustudent.com. Please allow for 3-5 business days for the Reservation Coordinators to process your request. Be sure not to advertise or make concrete plans until you know you have a space.

After the necessary processing time, you will receive correspondence from a Student Life Reservation Coordinator informing you of your reservation status. At this time you will know if you reservation is confirmed, denied or on hold and will be able to begin taking proper steps to finalize your event.

At this time your organization may move forward with finalizing all details for your on campus event. Please be sure to complete the following tasks in a timely manner:

- Begin advertising for your event
- Read your reservation confirmation and ensure that all outlined policies are adhered to
- Read your reservation confirmation for accuracy in room set-ups and equipment needs
- Submit all necessary contract documents for approval (See Student Life Business Manager for details).

**Reserving Tables**

Using tables to promote your organization is a popular option for student organizations. Tables can be used to display literature, disseminate information, raise money, and for other forms of expression. Any outdoor location and any large, open, indoor location can be appropriate for tables, provided that the table does not disrupt other university functions or interfere with academic instruction, and pedestrian or vehicular traffic. Please consult with Student Life staff members for ideas and information about appropriate locations to place tables on campus.

In order to use a university table, the Registered Student Organization must complete an online Activity Request Form application, available at ksustudent.com. Active organizations in good standing will be approved for the use of (1) one table as long as the location requested is available. The Department of Student Life will review each request on a case-by-case basis if more than one table is needed. No organization, department or individual is permitted to use a table without proper authorization.

Some additional things to remember about tables:
• Each table must have a sign or some type of literature that identifies the student organization sponsoring the table.
• The organization sponsoring the table is responsible for cleaning up any litter at the end of use.
• A member of the sponsoring organization must staff the table at all times.

Guest Speakers
Registered Student Organizations may present guest speakers who may make speeches, give performances, or lead discussions in indoor or outdoor locations approved by The Department of Student Life.

A guest speaker is a speaker or performer who is not a student, faculty member, or staff member.

Guest speakers may distribute literature to persons who attend the event, but not to others who have not chosen to attend the event. The guest speaker may not accost potential listeners who have not chosen to attend the event. Finally, a guest speaker may not solicit for his or her off-campus business, organization, or service. When presenting a guest speaker, the Registered Student Organization must make clear that the organization, and not the University, invited the speaker, and that the views expressed by the speaker are his or her own and do not necessarily represent the views of the University. There are times when the contract will request that the artist/performer be able to sell merchandise, such as CDs, DVDs, and books. Legal Affairs must approve all merchandise sales as part of the contract. Artists/performers may not assume that they can sell their merchandise without getting prior permission.

Film Policy
Registered Student Organizations may sponsor slide shows, videotapes, or films on campus provided they do not charge admission or solicit donations for the showings and comply with all copyright regulations. This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film. Remember that your student organization may not charge any money nor accept any donations for the showing of a film. Further, groups may not rent videos from local distributors or show personally owned items to mass audiences. This is a violation of the law! Please contact the Department of Student Life to learn how to obtain movie licensing or visit the Public Performance link under the forms section of ksustudent.com.

Copyright and public performance regulations
This document has been designed to provide student groups with all of the necessary information to successfully and legally show a film on campus.

Section 110 of the 1984 Copyright Act provides a specific exemption to the licensing of what is clearly a public performance: “face to face teaching.” To qualify for the exemption, the showing must occur in a face-to-face teaching situation at a non-profit educational institution and meet ALL of the following six criteria:

• Performances and displays of audiovisual works must be made from legitimate copies, including pre-recorded videocassettes, NOT copies from legitimate copies, and NOT copies from broadcasts (for example, I can’t tape my favorite episode of “Law and Order” and make it available for a public showing).
- Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value of any part of the audience. The instructor must be able to show how the motion picture contributes to the overall course study and syllabus. The course does not have to be a credit course, but must be one recognized by the university and for which people register (for example, any showing must relate to an ongoing semester course).

- The instructors or pupils must give performances and displays, with no broadcasting from outside sources.

- Performances and displays must be given in classrooms and other places devoted to instruction. The Student Center, residence hall lounge, cafeterias, and outdoor-showings DO NOT QUALIFY. And a student organization cannot hold a showing in a classroom to get around this regulation because the showing isn’t part of an ongoing course for which people have registered.

- Performances and displays must be a part of the teaching activities of non-profit educational institutions. Businesses that conduct educational seminars and some technical schools do not qualify.

- Attendance is limited to the instructors, pupils, and guest lecturers. Only people registered for the class may attend the screening. No fee specific to the showing may be charged.

**The bottom line:** If your organization wants to show a film on campus for entertainment or recreation, you must pay the licensing fees associated with the film.

If you do decide to go forward with a movie, public performance or display: After you have selected the movie that you would like to view as part of a program, your first step is to purchase a public viewing license ($300.00 - $500.00) and rights to show the film in public, which is a public performance fee ($300.00 - $500.00). Even if you choose to show the movie for free, you are still required to purchase the copyrights. Federal copyright Laws protect all movies viewed in public areas regardless of format (35 mm, video tape or DVD). Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only.

**What the Law Says**
The present copyright law establishes the principal that a copyright is property and no one can use someone else's property without permission of the owner or the owner's licensing agent. To protect this property right, the law gives the copyright owner the right to license any public performance of the work with only a few exceptions to this provision. The law also permits the owner or licensing agent to collect a fee when others use the protected work. It is because of copyright enforcement efforts that schools are now hearing of their obligations under the law.

By law, as well as by intent, the pre-recorded home videocassettes and video discs which are available in stores throughout the United States are for home use only - unless you have a license to show them elsewhere. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used.

Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. No license is required to view videotape inside the home by a family or social acquaintances, and home videocassettes may also be shown, without a
license, in certain narrowly defined face-to-face teaching activities (Federal Copyright Act, Title 17, section 110.1). All other showings of the home videocassettes are illegal unless they have been authorized by license.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Businesses, institutions, organizations, companies or individuals wishing to engage in non-home showings of home videocassettes must secure licenses to do so - regardless of whether an admission or other fee is charged (Section 501). This legal requirement applies equally to profit-making organizations and nonprofit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62).

**Penalties for Copyright Infringement**
"Willful" infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a $150,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

**Face-to-Face Teaching**
The face-to-face teaching exemption is valid only in situations where a teacher is present in a classroom, using a home videocassette for the purpose of teaching to students in a so-called "face-to-face" manner. This educational exemption is narrowly defined and only applies to full-time, nonprofit academic institutions.

**Why Is Hollywood Concerned About Such Performances?**
The concept of "public performance" is central to copyright and the issue of protection for "intellectual property." If a movie producer, an author, a computer programmer, or a musician does not retain ownership of his or her "work", there would be little incentive for them to continue. There would be little chance of recouping their enormous investment in research and development, much less profits to turn back into future endeavors. Unauthorized public performances in the U.S. are estimated to rob the movie industry of between $1.5-$2.0 million each year alone. Unfortunately, unauthorized public performances are just the tip of the iceberg. The movie studios lose over $150 million annually due to pirated videotapes and several hundred million more dollars because of illegal satellite and cable TV receptions.

Motion Picture Association: http://www.mpaa.org/

United States Copyright Office: http://www.copyright.gov/


**Security**
To ensure the safety of students, faculty, and staff, RSOs may be required to request campus security for on-campus events. Organizations may not hire private security for an on campus event. To arrange KSU security at a Registered Student Organization event, complete the Activity Request Form first to request space. Security may be required for your event by the Director of Student Life, Student life Reservation
Coordinator or CEPC. The cost will be the responsibility of your organization. Your Student Life Reservation Coordinator will assist your organization in arranging security for on campus events as necessary. Depending on the scale of the event, a meeting to discuss your organization’s needs may have to be arranged.

**Audio/Video Equipment**

Student Life Reservation Coordinators arrange several pieces of equipment for use by RSOs when requested on the Activity Request Form. Some examples of available equipment include microphones, portable sound systems, two way radios, and projectors. Please indicate the need for such items when completing the online Activity Request Form.

**Public Assemblies and Amplified Sound**

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty, and staff have the right to assemble, to speak, and to attempt to attract the attention of others, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the University.

The University shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. University persons and organizations may publicly assemble on campus in the designated area assigned to that particular RSO or department. At the time of the assembly, the persons assembling are permitted to be in the designated area, as long as there is no disruption to other University activities. Please note that non-RSOs may exercise freedom of expression on campus as long as the sponsoring person/organization complete the Freedom of Assembly Registration Form found online at ksustudent.com.

**Department of Environmental Health & Safety Policy Policies**

**Event Safety Guidelines**

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, occupants that are not familiar with the building, and in some cases darkness. These risks can be managed through proper event planning and management.

The health, safety, and welfare of Kennesaw State University students and employees, and guests attending an event must be managed and secured for any event held on campus. The event organizers, whether students, KSU employees, an outside organization and whether planning individually or collectively have a prime responsibility of protecting the health, safety and welfare of everyone working at, attending the event or likely to be affected by the event. It is important to recognize and appreciate the fact that planning for effective health and safety management should start at the same time as the planning for all other aspects of the proposed event.

The types of events held on campus vary enormously from graduation ceremonies to conferences, seminars, performances, concerts, to students’ functions, among many others. In addition, the size and complexity of each event will vary from one event to another. Nevertheless all events are covered by certain legal requirements, but the arrangements that may be needed will vary according to the event. The Department of Environmental Health, Safety & Risk Management has developed an Event Safety
Guideline which provides basic standards and safety measures through which it is hoped to encourage a consistency approach to environmental health and safety management of event while leaving scope for flexibility, taking into account the nature, size and complexity of the event.

If an RSO is planning an event outside of a traditional meeting or small-scale event has specific questions about risk, injury, use of fire, chemicals, foam, inflatables, etc. Please be sure to review the detailed procedural guidelines online at http://www.kennesaw.edu/ehs/Attachments/pdf/EventGuideline_051309.pdf or contact the Department of Environmental Health & Safety:

Tel: 770-499-3321  
Fax: 770-420-4363  
Email: ehs@kennesaw.edu

**Crisis Response**

While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond.

As a student leader, it is important to understand that crisis can happen to you and your organization. If this happens, know that you are not alone. Reach out to the Department of Student Life to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation. Should a crisis or incident happen during a student organization activity, contact 911 for off campus events and/or (770) 423-6666 for emergencies and (770) 423-6206 for non-emergency calls to get appropriate help.

- There is a network of outdoor emergency phones on and around campus. These phones are mounted in call boxes, have a light on top, and are clearly marked EMERGENCY. Pushing the call button activates a direct phone line with the University Police Department that will automatically pinpoint the caller’s location.
- Notify your advisor if she or he was not part of the activity.
- Notify all organization members in a meeting.
- Notify the Department of Student Life (ST 274) at (770) 423-6280 in the event of a serious injury or death.

**Statements about the incident**

Consult with the Department of Student Life, your university advisor and/or national representative to discuss what things you should discuss in a post-incident press conference or release.

**Events after Midnight**

The Student Center closes at midnight; however, there are times when events may be held past midnight. The very latest a group can have an event is until 1am, when the event must be shut down and participants must vacate the building. Organizers may stay until as late as 2am to clean up the area where the event occurred.