EVENT PLANNING MANUAL

STUDENT ACTIVITIES AND INVOLVEMENT
DIVISION OF STUDENT AFFAIRS
UNIVERSITY of FLORIDA

Updated 10/2013
# TABLE OF CONTENTS

**EVENT PLANNING**
- Planning an Event .............................................. 3
- Event Permitting .............................................. 4
- Co-Sponsorships .............................................. 5
- Use of Facilities .............................................. 5
- Reservable Space for Student Organizations ........... 5

**TYPES OF EVENTS** ........................................... 8
- Meetings ...................................................... 8
- Tabling ......................................................... 8
- Small Scale Events .......................................... 9
- Large Scale Events .......................................... 9
- Major Events and Concerts ................................ 9
- Political Speakers on Campus .......................... 10
- Demonstrations and Protests ......................... 11
- Runs/Walks ...................................................... 11
- Off Campus Events .......................................... 11

**FINANCES** ...................................................... 12
- Student Government Finance .......................... 12
- Student Organization Banking ....................... 12
- Fundraising ....................................................... 12
- Solicitation ....................................................... 13

**EVENT POLICIES** ............................................... 13
- Alcohol Policy .................................................. 13
- Americans With Disabilities Act ..................... 13
- Amplified Sound ............................................... 14
- Copyrighted Material ....................................... 14
- Fireworks and Pyrotechnics ............................ 15
- Food Service on Campus .................................. 15
- Use of Live Animals ......................................... 16

**CONTRACTS** ...................................................... 16
- Contacting an Agent/Artist/Company ............... 17
- Ethics and Agents ............................................. 17
- Professional Ethics ........................................... 18

**EVENT LIABILITY** ............................................... 21
- Risk Management and Your Organization .......... 21
- Insurance ......................................................... 22
- Security .......................................................... 22
- Waivers ........................................................... 23
- Misrepresentation/Fronting ............................ 23

**ADVERTISING** ..................................................... 23
- Banners ............................................................ 23
- Chalking ........................................................... 24
- Printed Material ................................................ 24

**TRAVEL AND YOUR ORGANIZATION** .................. 25
- Preparing for the Trip ..................................... 26
- General Travel Risk Management Plan ............. 26
- Trip Timeline .................................................... 27
- Types of Vehicles ............................................. 28
PLANNING AN EVENT

What type of program?
1. Work with the members of your student organization to assess the potential audience & their needs, interests and the purpose of the program(s). Create a "game plan" for the semester or year - be organized and use your calendar.
   a. What nights do you want to program?
   b. Do you want theme nights?
   c. How many programs a month?
   d. Do you want to do daytime programs?
   e. Do you want to do programs for limited markets, e.g. married students, specific colleges, minority groups, families, etc.?
2. Schedule a "How to Program" session for all your staff - contact the Involvement Team.
3. Brainstorm ways to define the program to meet the needs. Nothing is outrageous in brainstorming even if you know it may not be possible on campus!
4. Decide on specific programs. Make a show folder to record all information, copies of forms and notes.

How do you do it?
1. Decide how much of your budget you can and want to spend on the program. Think about co-sponsorship. If you co-sponsor an event, fill out a co-sponsorship agreement.
2. Select a date & time after checking what other events may be scheduled for that date.
3. Use a planning sheet to break down the program into easy steps and then delegate responsibilities of the program to members of the organization.

Select & reserve a venue.
1. Arrange the required setup - (chairs, tables, etc.) with the correct staff (Physical Plant, JWRU Event Services, Hotel Conference Planning, etc.)
2. Note: if the event is outside, reserve an alternative inside location in case of bad weather.
3. Complete an Event Permit in Gator Connect if program is held on UF campus. Fill out contract, SAR’s, purchase requests, or any other necessary paperwork. If your organization is SG funded, you must meet with Student Activities and Involvement before you contact an agency or performer.

Create a publicity plan.
1. Make sure you have all the information on whom, what, when, where, why, and the American Disabilities Act (ADA) information (required, see the ADA section of this handbook for more information).
2. Plan when ads will run both in print and other media.
3. Plan where flyers will be distributed.

Arrange for technical support.
1. If off campus, contact the venue reservation office for guidance.
2. Arrange for hospitality, if necessary.
3. Transportation: The University of Florida driving policy (students cannot drive an entertainer or speaker contracted to perform at UF).
4. Identify student host or hosts to be with the performer or lecturer while they are guests here.

Arrange ticket sales.
On campus - University Box Office (JWRU) or Center for Performing Arts Box office contract should be completed at least two weeks in advance.

Off campus - use good business practices in selling or distributing tickets and securing the money or checks.

Examine security issues.

1. Do you need UPD or T-shirt security? (This is identified in the Event Permit).
2. Follow up frequently with everyone to find out if they have completed their tasks.
3. Delegation is a good thing! Make sure you explain the task or identify who can help or clarify questions they may have.
4. Motivate students who may be lagging.
5. Make sure your event complies with ADA requirements (see section in Handbook) or disabled students' needs. Consider whether you need special set up at the venue, for example chairs for interpreters, etc.
6. Decide who will introduce the program and what information needs to be announced.

Be attentive at the event.

1. Assess the audience
2. Look for any safety issues or risks.
3. Are people interested and enjoying it?
4. How many people are there?
5. Thank the performer at the conclusion of the event.

Clean up any trash.

1. After the event: Evaluate the program and discuss its success or problems with the committee. Use the Program Evaluation Form and keep it in the show folder.

EVENT PERMITTING

Submitting an Event Permit should be the first step you take in planning a program or event on campus. All student organization events or programs except general organization meetings that take place on University grounds require an Event Permit obtained from completing a permit through Student Activities and Involvement. The purpose of this form is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. It is the responsibility of the organization president to designate officers in the organization who can submit Event Permits. Submitting a permit does NOT reserve the space so you will have to go through the office in charge of the space. The steps to submitting a permit are below.

1. Permits need to be submitted 2 weeks in advance or the event will not be approved.
2. You can submit an event permit on the Gator Connect website.
3. Log-in with your GatorLink name and password.
4. Click the “Organizations” tab at the top.
5. Select your organization (either from the list or "My Shortcuts" across the top).
6. Click the “Events” tab.
7. Click “Create Event” to start your permit.
8. Simply follow the prompts from this point and make sure to complete the whole submission process.
9. Once your event has been submitted, it will go through an approval process that may involve multiple facilities on campus. It is your responsibility to check your submitted event permit on the Gator Connect website and answer any questions/ provide any information that may be required for the approval of your permit. You can find your submitted event under "My Involvement," then "Submissions," then the "Events" tab. You can use the discussion board on your permit page for easy communication with the Reviewers involved in your permit's
10. You will receive a notification on Gator Connect after your event has been approved. You will be able to print out the approved permit and you are encouraged to bring it to your event.
11. For more information on how to permit for an event see our FAQ Page on the SAI website.

**CO-SPONSORSHIPS**

Collaboration with other stakeholders on campus is recommended and promotes University partnerships. A Co-Sponsorship Agreement Form is highly recommended for proper communication and administration of your co-sponsored events.

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a meeting room for a non-university group or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about “co-sponsorship” for access to space or service, please contact Student Activities and Involvement (352-392-1671) for guidelines and policies. More information on Commercial Activity can be found in Section 6C1-4.006 of the Florida Regulations. Your organization must be the main sponsor and the headliner on all promotional materials (i.e. RUB Entertainment presents…) Logos are permissible but must be approved by the SAI.

**USE OF FACILITIES**

Registered and sponsored student organizations are eligible for use of some University locations (venues) as outlined below. At all times, officers and members of organizations are responsible for compliance with fire and safety ordinances and with other regulations applying to the place where events are held, including applicable federal, state and city laws, the regulations of the Board of Trustees, the University Statutes and Rules, administrative regulations, as well as with the Student Conduct Code. Listed below are specific regulations applying to all student organizations using University facilities.

1. Every event must be accessible to all students according to the American for Disabilities Act (ADA). Please see the section on the ADA in this manual for more information
2. The organization shall be responsible for and pay any charges incurred for the use of facilities, equipment, services, or security.
3. The organization, its officers, and any individual applying to reserve space on behalf of the organization assumes responsibility for all damages or misappropriation of University facilities or property caused by their own members or non-member attendees and will reimburse the University for any damages.
4. If the Administration determines, for any reason, adequate safety of persons or property cannot be ensured at an event, he/she may deny, withdraw, or further qualify permission for use of facilities at any time. Student organizations must adhere to the regulations regarding sales and commercial activity on campus.

**RESERVABLE SPACE FOR STUDENT ORGANIZATIONS**

There are a variety of reservable spaces available on-campus for meetings or special events. Listed below are the facility locations, units in charge of reservations, and the capacity for each of those locations. Please see the appropriate units for more information.

**REITZ UNION SPACES**

At the time of the request for the use of Union rooms, the Event Services office shall determine whether the student organization is eligible to use University premises. At all times, officers and members of organizations are responsible for compliance with fire and safety ordinances and with other regulations applying to the place where events are held, including applicable federal, state and city laws, the
regulations of the Board of Trustees, the University Statutes and Rules, administrative regulations, as well as with the Student Conduct Code. Student organizations must follow the Event Services terms and conditions for reservations. To view available Reitz Union spaces and/or make reservations, visit Event Services. Student organizations can reserve outdoor space by visiting the Student Activities and Involvement including Turlington, the Colonnade, the North/South Terrace and the Plaza of the Americas. Reitz Union facilities available to reserve include:

- Arredondo Cafe
- Grand Ballroom
- Matthews Suite
- Meeting rooms
- Reitz Auditorium
- Rion Ballroom

**CLASSROOM SPACES**

Classrooms are available to student organizations, but can only be reserved around class schedules. They must be reserved at least 10 business days in advance. This is due to the volume of requests submitted from over 900 student groups and over 200 departments. A faculty advisor’s name and phone number are required as a contact person, but the advisor does not have to attend the event.

For reservations of classrooms contact the Registrar’s Office. A complete list of Room Reservation Guidelines as well as rooms that can be reserved can be found at the Registrar’s Web page here. Go to Registrar Forms, Room Reservation Requests for Student Groups. Other areas or auditoriums reservable through the registrar include but are not limited to:

- Gannett Auditorium in Weimer Hall
- Law School Auditoriums
- McCarty Hall

**OTHER RESERVABLE FACILITIES AVAILABLE ON CAMPUS**

**Constans Theater**
Theater is only available to organizations in the department of Theater and Dance
*Reserve through the director operations manager at 273-0526*

**Emerson Alumni Hall**
Presidents Room
Warrington Conference Room
*Reserve online: eah.uff.ufl.edu/ReservationForm*

**Environmental Horticulture**
Contact the department: hort.ifas.ufl.edu/contact_us

**Florida Museum of Natural History**
Central Gallery & Galleria
J.C. Dickinson Hall Outdoor Courtyard
McGuire (Butterfly Rainforest) Gallery
McGuire Conference Room
Powell Hall Auditorium
*Reserve online: www.flmnh.ufl.edu/rentals*

**Lake Wauburg Cypress Lodge**
Rental Information: http://www.recsports.ufl.edu/lake_facilities.aspx

**UF Performing Arts Facilities**
Phillips Center for the Performing Arts and Squitieri Studio Theatre
University Auditorium / Friends of Music Room
Baughman Center
Rental Information: [http://performingarts.ufl.edu/about/renting/](http://performingarts.ufl.edu/about/renting/)

**Pugh Hall**
Meeting rooms
Ocora
Contact: Evelyn Barre (evelyn@clas.ufl.edu)

**Recreational Sports Facilities**
Flavet Field
Flavet Multi-Purpose Courts (i.e. Dodgeball)
Broward Outdoor Recreation Complex
University Village South (UVS) Sand Volleyball Courts
Hume Field
Hume Racquetball and Basketball Courts
SWRC Softball Complex
SRFC Multipurpose Court
Activity Rooms at SWRC and SRFC
Reservation Information: [http://recsports.ufl.edu/facilities/reservations](http://recsports.ufl.edu/facilities/reservations)

**Stephen C. O’Connell Center**
Reservation Information: [http://www.oconnellcenter.ufl.edu/rent/rent.aspx](http://www.oconnellcenter.ufl.edu/rent/rent.aspx)

**University Athletic Association (UAA)**
Gator Room
Holloway Touchdown Terrace
University Women’s Club
Contact: Bryan Flood at 375-4683 x 6039 bryanf@gators.uaa.ufl.edu

**Ustler Hall**
Contact: Donna Tuckey, tuckey@ufl.edu

**FACILITIES FOR MEALS**
Although meals can be served at many locations on campus, the following list of facilities is where food is most likely to be served.

<table>
<thead>
<tr>
<th>Location, Capacity</th>
<th>Unit in Charge of Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Ballroom, 800</td>
<td>Reitz Union Event Services</td>
</tr>
<tr>
<td>Rion Ballroom, 650</td>
<td>Reitz Union Event Services</td>
</tr>
<tr>
<td>Arredondo Room, 90</td>
<td>Reitz Union Event Services</td>
</tr>
<tr>
<td>Matthews Suite, 26</td>
<td>Reitz Union Event Services</td>
</tr>
<tr>
<td>University Auditorium, 800</td>
<td>Center for Performing Arts</td>
</tr>
<tr>
<td>Friends of Music, Room 40/75</td>
<td>Center for Performing Arts</td>
</tr>
<tr>
<td>O'Connell Center Main Arena, 8,000-10,000</td>
<td>O'Connell Center, Director</td>
</tr>
<tr>
<td>O'Connell Martial Arts Room, 400</td>
<td>O'Connell Center, Director</td>
</tr>
<tr>
<td>O'Connell Center Level 2, 300</td>
<td>O'Connell Center, Director</td>
</tr>
<tr>
<td>J.C. Dickinson Hall, 500</td>
<td>Florida Museum, Director</td>
</tr>
<tr>
<td>Gator Room, 100</td>
<td>Athletic Administration</td>
</tr>
<tr>
<td>Touchdown Terrace, 550</td>
<td>Athletic Administration</td>
</tr>
</tbody>
</table>
TYPES OF EVENTS

All events require specific procedures and/or space reservations: Meetings, Tabling, Small Scale Events, Large Scale Events, and Major Events. Please note that all events other than regularly scheduled Meetings require an Event Permit available through the Student Activities and Involvement on Gator Connect.

MEETINGS

1. Meeting spaces are available in the J. Wayne Reitz Union and in various classroom buildings on campus at no cost to student organizations.
2. Meetings are defined as a gathering of members of a student organization to conduct business activities such as budget or event planning or discussion of issues related to the stated mission of the organization.
3. General organization meetings do not require permits.
4. To make a reservation for a room at the Reitz Union you may fill out reservation request forms online. To reserve any other facilities, contact the office responsible for the area directly. Hint: plan ahead when making your reservations because rooms and facilities book up well in advance!

TABLING

1. These spaces may be used for information distribution, fundraising activities in compliance with University guidelines, and membership recruitment.
2. Tables must display a legible sign indicating the name of the organization and the tabling permit must be present at the table. If not, UPD reserves the right to ask your organization to leave the premises. Organization members must be present at all times to take full responsibility for the activity.
3. For tabling permits organizations will be assigned a table number and you will table at that assigned table only.
4. The use of vehicles or car stereo systems is also prohibited and considered amplification. Additionally, extension cords are not allowed to be run from campus buildings to tables or activities on the Plaza of the Americas or Turlington Plaza.
5. Tables and chairs
   a. If you reserve table space at the Plaza of the Americas you are only reserving the space. If you do not own your own tables you will need to contact the Physical Plant to rent tables and chairs. The rates are affordable and can be found here.
   b. If you are tabling at the Reitz Union, tables and chairs are provided and set up for you at no cost.
6. Reserving table space
   a. For table space at the Reitz Union, submit a request to the Reitz Union Event Services, 101 JWRU, no later than 10 business days in advance.
   b. For table space for anything except a fundraising activity at the Plaza of Americas or Turlington Hall, submit a Event Permit no later than 5 business days in advance and no earlier than 20 school days in advance.
   c. Table space for fundraising activities also requires an Event Permit at least two weeks in advance.
   d. If the table space is going to be used for a large tabling event you may reserve your table space earlier than 20 class days in advance. Student organizations may not reserve table space for more than 15 days in a month.
SMALL SCALE EVENTS

Small Scale Events include fundraiser events, workshops, training activities, tabling for recruitment and information distribution and/or performance showcases. Activities held at the Reitz Union require a reservation to be made through the JWRU Event Services Office. Events which are held at venues other than the Reitz Union require reservations with the appropriate facility management staff (please see Reservable Facilities for Student Organizations section). Reservations must be finalized ten (10) business days prior to the event date.

Although training activities do not require an Event Permit, student organizations planning on sponsoring training activities (i.e. Involvement Team workshops, guest lecturers during a regular meeting) in the Reitz Union must submit a Space Reservation Request. This should state all the technical and visual requirements (such as slide projectors or podiums) needed to the Reitz Union Event Services Office, 101 JWRU, no later than (10 business days) in advance. Audio-visual needs for training activities should be discussed with the Event Services Office in advance in order to accommodate your needs.

LARGE SCALE EVENTS

These events include other regular programming events within the ordinary operation of the student organization (e.g. lectures or other programs) which require additional planning and coordination, but are not a Major Event. A Event Permit must be FINALIZED ten (10) business days prior to the event date. This will include obtaining all the necessary permits and signatures of approval as required. There are special guidelines for each of the activities that are identified when you request an Event Permit.

Registered student organizations planning to bring speakers to campus must complete an Event Permit. The University of Florida considers all lectures, debates, and/or forums that are free and open to the public to be a public forum. All contracted speakers must have a signed University of Florida Lecture Contract or Rider. These documents allow access to all press for the full duration of the lectures, debates or forums. These forms are to be obtained by meeting with a SAI staff member.

Controversial speakers who enjoy high popularity or profile may influence the type of security needed for the program. The sponsoring organization may be required to discuss the details of the program with the University Police Department who will decide if security is necessary to insure the success and safety of the event and its participants. Student Activities and Involvement must assist your organization in making offers to agencies/speakers. For SG funded student organizations, please note that an SAR for the performance fee must be submitted before contacts can be negotiated. All contracts for lectures and performances must be reviewed by the SAI staff and signed by a University signatory. This process has to start at least ten (15) business days in advance of event or the performer will not be able to perform.

STUDENTS MAY NOT SIGN ANY CONTRACTS.

For all other registered student organizations, the SAI can assist your organization in making offers to performers or agencies. Student officers should work with advisors and we recommend that a faculty advisor sign any contracts for performers. For assistance with performer contracts, please see the SAI Staff, 300 JWRU.

MAJOR EVENTS AND CONCERTS

The University of Florida encourages the promotion of appropriate entertainment that is produced in a safe and fiscally responsible manner. Student Activities and Involvement has developed procedures regarding the production and management of major events and entertainment on campus. Major Events are those
events that expect over 500 attendees such as major lectures or performing artists. Examples of Major Events are step shows, International weeks, fashion shows, probate/coming out/presentation shows, movies on the lawn, dance marathons, concerts, etc. Major Events may be held in the Reitz Union Ballrooms, University Memorial Auditorium, Phillips Center for the Performing Arts, Stephen C. O'Connell Center, Flavet Field, the North Lawn of the J. Wayne Reitz Union and any other large outdoor space, though not all events will be allowed at all locations.

To begin planning an event on this scale, please contact Student Activities and Involvement, in 300 J. Wayne Reitz Union, who can advise your organization on how to present the program. Also, begin the Event Permit process no later than TWO (2) MONTHS in advance. To reserve space an organization representative should contact the appropriate facility personnel.

Major Events require a significant amount of time and energy to be produced. The nature of Major Events requires that logistical, safety and security issues, venue policies, state statutes and University policies are addressed. The SAI staff can help identify the applicable issues and policies and the resources available to student organizations to help manage the production of a Major Event. Major events will require at least one mandatory meeting with the sponsoring organization, the venue, UPD, and Student Activities and Involvement prior to the event.

Because of the technical and programming complexity and crowd control issues in presenting concerts and large performances such as comedians, only SGP and RUB may produce major performances at the University of Florida with the exception of programming produced by the Department of Housing or official Homecoming events.

1. Student organizations must initiate an Event Permit no less than two (2) months before a Major Event. All forms for Major Events can be initiated by seeing staff of the SAI, 300 JWRU.
2. Major Events must have fully executed contracts BEFORE the program. Fully executed is defined as all documents bearing the signatures of both the artist’s and the appropriate University designees (please see the contracts section of this handbook).
3. Appropriate attention must be given to the personal safety of all in attendance as well as the security of campus facilities and properties. The Stephen C. O'Connell Center may provide security personnel (“T-shirt” security personnel) when UPD approves. Because final authority for the safety of individuals on campus rests with the UPD, security for Major Events must be coordinated with UPD.
4. Major Events that charge admission or donation must follow guidelines of the commercial activity/solicitation policy and must indicate this on the Event Permit.
5. Student organizations must have sufficient financing to cover all costs of an event prior to its presentation. It cannot be assumed ticket sales will offset expenses for which there is no funding.
6. Student Government Productions (SGP) is the only student group on campus that may produce concerts or events using the Flavet Field Bandshell. SGP may agree to co-sponsor with a student organization if scheduling and budget allows. To contact the SGP Chair please email sgp@sg.ufl.edu.
7. Some major events, due to their complexity, will be required to have a staff member from the Division of Student Affairs serve in an advisory role. Examples of events in this category would include (but not be limited to) ACCENT and SGP programs, Florida Invitational Step Show and Dance Marathon.

POLITICAL SPEAKERS ON CAMPUS

When an election season is upon us, it is important to understand candidate access to our campus. Local, student organizations may consider contacting campaign staff to invite candidates. This support could range from distributing fliers to providing access for a candidate to visit our campus.

Some helpful information:

1. The only student organization which has as its mission to bring major speakers such as
presidential candidates and has the infrastructure to support speeches at this level is ACCENT. ACCENT must be involved in any campus speech or visit for speakers at this level in which your organization may be involved. If you are contacted to arrange a candidate visit, you must contact the Accent Chair at 352-392-1665 x 306, accent@sg.ufl.edu or Shontae White at swHITE@studentinvolvement.ufl.edu, Assistant Director of SAI. Do NOT make any offers for candidates to come to campus until you have discussed it with one of these contacts!

2. Student organizations are not charged for use of many university facilities such as at the Reitz Union and classrooms or are charged a reduced rate for other facilities such as the Phillips Center and University Auditorium. Some political organizations are aware of this and will want your involvement to "front" for them to reduce expenses or provide access to campus. If your organization is contacted and does not want to be involved in providing access to a campaign, do not feel pressured into doing so. Understand that if your group is involved in a candidate's visit to campus, the SAI will support you in stating what your organization is willing and able to provide.

3. Information on posting at UF can be found at: Florida Regulations

4. Your organization may table on some campus locations; contact the SAI for information and scheduling.

5. Political campaigning in academic buildings is prohibited.

DEMONSTRATIONS AND PROTESTS

Demonstrations are defined by the University of Florida as "any event or visible act performed as a public display in or on a University outdoor venue." The University supports the right of individual students and student organizations to use outdoor facilities anywhere on campus as long they do not disrupt the classroom experience; no demonstrations are permitted inside University buildings. Although no specific areas on campus are designated for the purpose of demonstrations or impromptu speeches, use of the Plaza of the Americas for this purpose may be obtained by prior clearance through Student Activities and Involvement (300 JWRU). The venues for planned programs may be more limited. Please see Chapter 2 of University Regulations for the complete policy.

RUNS/WALKS

Runs/Walks are limited to Saturdays or Sundays on a non-home football weekend. Organizations wanting to do one of these will have to submit an Event Permit to reserve the date as they are on a first come first served basis. Please contact Shontae White at swHITE@studentinvolvement.ufl.edu or call 392-1671 to set up an appointment to start the process of planning your run/walk. Organizations will be responsible for all University Police Department (UPD) and other related expenses (approximately $300 for UPD). If the event will have participation from non-students, you will be required to purchase insurance through a third party insurance agency and have everyone sign waivers. For a copy of pre-approved routes please click on the following options: Fraternity Row 5k, The Boot 5k around Flavet Field, Southwest Rec Center 5k, or Stadium 3k. Parking and Staging can be used as designated “Check-In” locations for your event participants. Be sure to choose a location that is within a short distance of your selected routs.

OFF CAMPUS EVENTS

Many student organizations hold events or program in third party vendor locations (bars, clubs, restaurants) off campus. The City of Gainesville only requires bars/restaurants to carry general liability insurance if the business has an outdoor cafe/seating area that extends into the City's right of way, so most locations where you may have an event may not be required by law to have liability insurance.

Good Business Practices would assume the vendor would have liability insurance. It is recommended as a part of planning your event, you request a current Certificate of Liability Insurance (see the information on insurance under the Event Liability section); please note Fire and Property Insurance may not include Liability coverage, so you will need to closely review the Certificate.
Your organizations may want to consider buying additional special events coverage for large events. If your organization is a chapter of a national organization, you may want to contact the national organization to see if your event may be added as a rider to their liability coverage.

### FINANCES

#### STUDENT GOVERNMENT FINANCE

The [Student Government](#) Finance Office (SG Finance) administers the allocation of Student Activity and Service (A&S) fees. A&S fees are allocated by the Student Senate through the budget process, where annual budgets are allocated to meet the needs of student groups throughout the fiscal year (July 1-June 30). Allocation may also occur through the Special Request process, which furnishes emergency funds for needs not anticipated during the budget process. Once these allocations are approved by Student Government, the SG Finance Office administers the lawful spending, auditing and reconciliation of A&S fees.

1. **General Information**
   a. Organizations must be officially registered with Student Activities and Involvement.
   b. SG funded organizations may not charge membership dues, fees or charge any UF student to participate or attend an event.
   c. A&S Fees cannot be used for support of fundraising events.
   d. **Organizations may not expend A&S Fees without the prior approval of the Student Body Treasurer.**

2. **Outside Revenue**
   a. External Income is commonly referred to as Outside Revenue or OSRV.
   b. This income consists of funds received from sources other than Student Government.
   c. External income must be reported to the Treasurer's Office within fifteen (15) days of receipt.
   d. The funds are put on deposit with the University and available upon request, using a Student Activity Request (SAR).
   e. Please refer to Student Government's [800 Codes](#) for more information on SG funding.

The SG Finance Office is available to answer any questions, concerns or problems you may have. Visit the office in Room 337 of the J. Wayne Reitz Union, or call 392-1623, between 8:00 a.m. and 5:00 p.m. Monday through Friday.

#### STUDENT ORGANIZATION BANKING

If you do not receive SG funding, it is up to Registered Student Organizations to set up their own bank accounts with two names on the account. You may use any bank of your choice including but not limited to Suntrust, Wells Fargo, Bank of America, Capital City Bank, Florida Credit Union, and Campus USA Credit Union. Make sure to include the banking information in your transition reports so the new leaders of your organization will have access to the funds.

Please note that SAI does not maintain any records or information about student organizations’ off campus checking accounts. All of those details must be maintained within the organization. It is recommended that the student organization advisors are involved in the creation and maintenance of the account.

#### FUNDRAISING

Student organizations at the University of Florida have the privilege of fundraising on campus in limited situations. Any student organization wishing to coordinate fundraising activity via the sale or donations of any items must complete an Event Permit with Student Activities and Involvement. For clarification or
ideas on fundraising activities, please see Student Activities and Involvement. The following rules apply to fundraising by student organizations:

1. A&S Fees cannot be used for support of fundraising events.
2. Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.).
3. For a list of approved and not approved fundraising activities please click here.
4. Regulations on the selling of materials can be found here.

SOLICITATION

For profit companies and businesses must have the permission of the Vice President for Business Affairs to have access to campus. Please email your request to the Office of the Vice President for Business Affairs and Economic Development to cwise@ufl.edu or call 392-1336. Not-for-profit organizations may contact the Center for Leadership and Service (392-1215) for information about access to campus.

Student organizations may be allowed to sponsor for-profit companies or businesses on campus in limited situations and only if the product or service has a significant educational mission. The SAI will not recommend the names of student organizations or their contacts to “for-profit” companies or businesses. The rules and regulations on sponsoring a for-profit company are located in Chapter 4 of the Florida Regulations.

EVENT POLICIES

ALCOHOL POLICY

Typically student organizations may not serve alcohol at events they sponsor on campus. The UF rule for all functions on campus reads that the sale, service, and consumption of alcoholic beverages on the University of Florida campus and events must be within the guidelines established by federal and state law and municipal and county ordinances. Further, because of concern for the health and safety of individuals on the University campus, the University has formulated rules concerning the sale, service, and consumption of alcohol on campus. For a full explanation, please refer to the UF Student Guide’s Policy on the Use of Alcoholic Beverages.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. UF requires student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible; the majority of the Reitz Union and most UF buildings such as the University Auditorium and the Phillips Center for the Performing Arts are accessible. For persons with disabilities requiring special accommodations, please contact 392-1655 x 302 or 392-2567 (TDD), email Accommodat@sg.ufl.edu, or contact the Florida Relay System at 1-800-955-8771 at least 72 hours prior to the event.

If you receive a request for a hearing accommodation, Student Government can arrange for American Sign Language interpreter services or real time captioning for all student organization’s programs and will provide funding for those services. There is no fee for SG funded student organizations; non-SG funded student organizations are responsible and will be billed for the payment of this service. If the program is being held in the Reitz Union, there are also Assisted Listening Devices available for persons with hearing impairments; they can be arranged for immediate delivery to the room being used for the program by contacting the Union Information Desk.
Please take the time to look at the type of advertising you're doing to see if you're using the accommodation blurb that makes sense for that program. Please refer to the Advertising Section for information on how to indicate accessibility to the public.

**AMPLIFIED SOUND**

Any use of sound amplification on the outdoor areas of campus must have prior clearance through Student Activities and Involvement at the J. Wayne Reitz Union. Approval will be granted for the use of amplification equipment outside if there is a high probability that the planned event will not disrupt or disturb other University activities. Amplified sound is restricted to specified locations and times.

Voice amplification equipment may not be used during class times on the Reitz Union North Lawn and outside area around Turlington. Limited amplification is allowed on the Reitz Union Colonnade, Plaza of the Americas, and the Reitz Union Amphitheatre with permission from Student Activities and Involvement, 300 JWRU.

Amplification equipment for radios, televisions, IPODs, Laptops, Stereos, DJ equipment, DVD players and VCRs is not permitted during class times on campus including the Plaza of Americas or Turlington Plaza. The use of vehicles or car stereo systems is also prohibited and considered amplification. Additionally, extension cords are not allowed to be run from campus buildings to the outdoor area on the Plaza of the Americas or Turlington Plaza.

If noise complaints are received from the surrounding community (e.g. classes, library, offices, etc.), the University Police Department and/or the University staff will have the authority to ask event sponsors to lower the sound level or if necessary terminate the event.

See Section 5 of Chapter 2 of the Florida Regulations for more information on sound in Outdoor Areas.

**COPYRIGHTED MATERIAL**

Any student or student organization showing movies on campus or hosting video games on campus (outside of residence hall residential rooms) is subject to federal copyright law. Any film (films shown in a classroom by an Instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions) showing or video game tournament must be approved in advance by Student Activities and Involvement to confirm that appropriate licenses have been obtained. Renting a movie or video game without public distribution licensing or bringing in a personal copy to show your membership or the general public is ILLEGAL and subjects the parties involved (students, your organization and possibly the University) to fines of up to $250,000 for a movie and up to $50,000 for a video game.

In order to show a movie or play a game tournament on campus, you must submit a program permit for the event. Staff in the SAI can assist you in determining the cost and licensing procedures for the film you want to show or video or online game tournaments. This process may take a couple of weeks, so submit the Event Permit well in advance of the event. Failure to obtain copyright approval will result in cancellation of your event.

Keep in mind that new films (out in mainstream theaters in the past three months or so) are the most expensive and may run up to $1000. Older films, foreign films or documentaries are usually less expensive.

In addition to acquiring the rights to show a film or video game you also need to consider how it will be projected. Is the venue you are using equipped with a video or DVD projector? Are you doing this outside where you would need a portable projector? Check with the venue to see if a projector is already provided or will need to be arranged.
Once you determine how the movie or game is being shown and the price, then it can be ordered. You will need to be specific as to what format you need the film, such as VHS, DVD, etc. 35mm films may be played in the Reitz Union Auditorium/Cinema (as well as all other formats). 35mm is the same large screen format that is shown in movie theaters. Which format you use is determined by the projection method and location of the showing. The only difference in price would be shipping costs (35mm are heavier than videos or DVDs so the shipping is higher).

If you are interested in showing a film on campus you may want to contact the Reitz Union Board about co-sponsoring the film as part of the weekly RUB film series or Gator Nights! You can contact RUB at 300 Reitz Union or rub@union.ufl.edu.

**FIREWORKS AND PYROTECHNICS**

Use, possession, display, or storage by any student organization of any explosive device, pyrotechnic device or fireworks is prohibited on all land and buildings owned, leased, or under the control of the University of Florida. The use of fireworks displays or special effect production will be considered on a case-by-case basis by Student Activities and Involvement in accordance with the Fire Safety Policy and Procedure for Fireworks by Environmental Health & Safety and must be approved by EHS and the venue.

1. **Explosive**: Any explosive device or substance, including dynamite, nitroglycerin, black powder, or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150° F or less and has a wick or similar device capable of being ignited.

2. **Fireworks**: Any fireworks, fire crackers, sparklers, rockets, or any propellant-activated device whose intended purpose is primarily for illumination.

**FOOD SERVICE ON CAMPUS**

ARAMARK serving as Gator Dining and Classic Fare Catering has an exclusive food service contract in the student residence halls, J. Wayne Reitz Union, Bruton-Geer Hall, HUB, The Racquet Club, Sun Terrace Cafeteria and the grounds adjacent to these buildings. For most other buildings and areas on campus, Gator Dining/ARAMARK or any licensed off campus food service caterer may be used. (JWRU food policy).

There is an exception for Student Organization Meetings where food is provided only to group members, and the food is approved non-perishable snacks and beverages.

Student organizations planning to serve food to the public on the University of Florida campus on a temporary or periodic basis must schedule their food service through Student Activities and Involvement. It is the responsibility of the student organization to assure that any off campus caterers have the appropriate food service license and liability insurance. Student organizations must also comply with UF's Food Service Policy by completing a Public Health Compliance Form with the SAI, two weeks in advance. Student groups must also follow state laws and university regulations if alcoholic beverages are served.

To order a served meal, buffet, snacks, or any other specialized food service, call Classic Fare Catering at 392-3463. Please see the Florida Administrative Code for Food Service below for more information. A Catering Scholarship may be available during the fall & spring semesters.

1. The sale of ANY food by student organizations is prohibited.
2. Any food given away must be prepared in kitchens inspected by the Health Department (i.e., restaurants or caterers) so you may not bake anything in your home kitchens and give it away.
3. Food from Off-campus vendors may only be given away at Turlington Plaza, Plaza of Americas, Norman Field, Hume Field, Maguire Field, & the North Lawn (after 6 pm only) in conjunction with an organization event or activity.
4. For full food regulations see UF’s Food Service Policy.
Tents

Tents or other temporary structures (including inflatable novelty games) may be erected on University property only AFTER permission has been obtained by completing a Event Permit on the Student Activities & Involvement web page. The SAI works with the office of the Vice President for Administrative Affairs for permission, which may take up to three weeks. Tents can be approved for one day at the University Plaza of Americas and up to three days at some other locations on campus. Part of the approval requirement is a Dig Permit from the University Physical Plant Division. The Dig Permit request must be initiated no less than two weeks prior to the event in order to have sufficient time to have the appropriate personnel assess the proposed locations underground utilities and infrastructure.

Below is a non-limited list of possible tent vendors:
1. United Rent-All, 372-9541
2. Party Time Rentals, 373-8596

USE OF LIVE ANIMALS

The use of live animals on campus for entertainment purposes is strictly prohibited and will not be allowed. This includes but not limited to:
1. Petting zoos or live animal displays
2. Animal rides
3. Animal races
4. Shows involving animals

The use of animals for research, teaching, or exhibition is closely regulated by the federal government. High standards exist for the care and use of animals at UF. To ensure compliance with all regulations, policies and standards in place to protect animal welfare, Institutional Animal Care and Use Committee (IACUC) members review all requests for approval to use vertebrate animals. Failure by any individual to adhere to these standards can jeopardize the University of Florida's entire animal use program.

This policy will not affect any group that has prior approval by the IACUC to use animals for educational purposes or has proven to the IACUC that proper usage of the animals is adhered to and it directly relates to the mission and purpose of the organization. For further information or explanation of requirements regarding the use of live animals, go to http://iacuc.ufl.edu/.

CONTRACTS

Events that include performers such as speakers, disc jockeys, lecturers, or entertainers (eg. Bands, dance troupe, singer, etc) who are being paid require a fully executed contract and rider. There are three types of contracts used by the University of Florida: performers receiving payment, free performance, and lectures. In addition, UF requires a UF Rider for all performers or lecturers who provide their own contracts.

Contract meeting with Student Activities and Involvement staff must take place no later than 2 Weeks Prior to event. Contracts not done prior to that 2 week deadline may not be approved and the performer will not be able to perform. This will also entail for SG funded groups the submission of the SAR before the meeting can be set to meet with the staff. If the contract involves a major band or performer, the contract will need to be done by the office at least 3 weeks in advance.
Please note that contracted performers cannot be transported in private vehicles. Performers must be transported in University vehicles by University employees who have driving as part of their job description or the student organization must contract for a vehicle with a chauffeured driver.

When a student organization begins to think about contracting a lecturer or entertainer, they should call Student Activities and Involvement at 392-1671 to make an appointment to discuss the university policies and procedures on contracting.

**CONTACTING AN AGENT/ARTIST/COMPANY**

When calling an agent/artist/company, remember you can only do a preliminary investigation. When speaking with an agent/artist/company, tell them immediately if you cannot commit to any aspect of the show. Meet with a SAI staff member to make sure you understand the elements of an offer and the University requirements for contracts and payment of contract.

1. Things you should be aware of and think about before contacting anyone:
   a. Know the mailing address you'll use.
      i. **The University address:**
         Your name  
         Organization name  
         300 Reitz Union  
         PO Box 118505  
         Gainesville, FL 32611-8505  
   b. Know any phone or fax numbers they can contact.
      i. The campus phone number: (352) 392-xxxx.
         The campus fax number: (352) 392-xxxx.
   c. Have possible event dates in mind (including being aware of what else is going on around campus: check [University Calendar](#)).

2. Questions to ask the agent/artist/company:
   a. Is the act/program touring through/near Florida? If so, when?
   b. What is the act/program's "asking fee?" What does this fee include?
   c. What are the technical requirements for this act/program? You can ask the agent/artist/company to mail or fax a technical requirements sheet for you and your advisor to look over.
   d. What promotional support is there for this act/program? (For example, does the agency provide free posters, flyers, tapes, etc.) Can you send us a press packet? Promotional tape? Slides?
   e. What other colleges/universities have booked this act/program in the past?
   f. Will this act do teasers, residencies, interviews, classes?
   g. Do we need to pay for transportation and lodging or is that included? (Note – UF prefers to have all fees and arrangements included in one fee.)
   h. What dates are they available?
   i. Will you provide a contract or do we have to supply one?
   j. If a lecture, do they understand the UF Press Access policy? Discuss this with SAI staff.
   k. Are there special meal requirements?

**ETHICS AND AGENTS**

Try to develop a rapport with the agents. Before discussing possible dates with the agent, make sure the room or facility you need is reserved or on hold for any date which might be in question.

When phoning an agent, have your questions written down to make sure you do not forget any important points. For example, "Does the asking price include sound and lights?"
Introduce yourself to the agent by telling them your full name and that you represent the ______ organization at UF. You may need to explain what your organization is; they may not know.

Tell the agent immediately that you are not allowed to ask for a contract or book a date; that you are asking for information and intend to book a date later.

When speaking with an agent be very honest. Let them know your deadlines, the date you are interested in, the size of the venue and ticket price.

Let the agent know what your office hours are for the semester (this means you need to keep office hours!) and the names of any other person to whom the agent could speak with if you are unavailable.

When an agent calls, try not to keep him or her on hold on the telephone for long periods of time. It is just as annoying for them to be on hold as it is for you. Check your messages daily if possible. ALWAYS RETURN AN AGENT’S PHONE CALL AS SOON AS POSSIBLE. This is being professional and courteous, and it also will prevent the agent from hounding you.

If an agent phones you about an act, and you are not interested or have decided not to present an act, tell him/her immediately. You will not hurt his/her feelings! An agent’s second favorite word to hear is "no." The worst thing in the world to do is string an agent along about an act, leading them to believe you might be interested, when you really are not.

If there is something in a contract that you are not going to be able to provide or fulfill, let the agent know right away with an explanation. No one likes surprises. Make a note for the record you told him/her that you could not do it. Follow this with a memo to the agent and retain a copy.

Make it a habit to send the agent or road manager a fact sheet of all pertinent information pertaining to our school, the venue, and a map of how to get to the JWRU. Send this information to both the road manager and agent (may be separate addresses); this should include venue dimensions, important times, policies, and entrances.

When agreeing on who will provide items, always write it down in a memo or letter and send it to the agent immediately to confirm your conversation.

Keep a record in the show folder of every time you call the agent or performer and what they said and did; have it legible and dated.

PROFESSIONAL ETHICS

STUDENT ACTIVITIES AND INVOLVEMENT
STATEMENT OF PROFESSIONAL ETHICS

Student Activities and Involvement uses the following guidelines for National Association of Campus Activities (NACA) campus activities program, guidelines on interactions with agents, and computing policies, and copyright information. The University of Florida is an institutional member of NACA. Many professional agencies such as lecture or performer agencies that your organization may work with may be Associate Members. For further information or to determine if the agency you are working with is an associate member, please contact Student Activities and Involvement, 392-1671 or check the NACA webpage www.naca.org.

NATIONAL ASSOCIATION OF CAMPUS ACTIVITIES (NACA)
STATEMENT OF PROFESSIONAL ETHICS

As an association of higher education institutions that provide co-curricular activities for the educational enrichment of their campus communities, NACA exists to provide assistance for member institutions to
establish and produce quality campus activities programming by providing education, information and resources for students and staff. Toward that end, the following statement of professional ethics is presented as a guideline for the behavior of campus activities professionals.

This statement describes beneficial modes of behavior for individual professionals and consequently for their campuses. The statement attempts to describe for the professional what Albert Schweitzer called "good behavior" by providing guidelines to define the appropriateness of a professional’s actions, and to specify one’s expectations for the behaviors of others. The statement, therefore, should serve as a map that directs the way to "good behavior" in the field of campus activities.

This statement is designed to be used in part within an educational process as a simulative tool. At the heart of this statement is a belief in the individual professionals right to freely choose appropriate behavior rather than have behavioral choices dictated to him or her. Therefore, this statement will not be enforced through the policing of members, but rather through self-discipline and cooperation.

**NACA Statement of Business Ethics and Standards**

NACA, as an educational, professional and trade association, has consistently promoted a high standard of ethical business practice among its members. It is generally acknowledged by the NACA membership and supported by its leadership that all representatives of member institutions and firms have a responsibility to themselves and their institutions or corporations to conduct business in an ethical manner. The NACA Statement of Business Ethics and Standards indicates good business practices that generally promote the qualities of honesty, fairness, consideration and enlightened professionalism. The NACA Grievance Procedures exist to provide opportunities for arbitration and to provide fair judgments about any alleged violations of the Statement of Business Ethics and Standards by an NACA member.

**Negotiating and Contracting**

NACA’s interest in promoting ethical practices among its members focuses on the critical areas of Negotiating and Contracting. Following are several guidelines and principles recommended for the successful conclusion of the negotiating and contracting process used by NACA institutional (colleges and universities) and associate members (agencies and/ or performers) for a variety of attractions, performers and speakers:

1. Negotiations should be undertaken and agreements reached only by individuals properly identified and authorized by the institutional member, associate member or attraction, and any limitations about an individual's authority should be clarified when negotiations begin.
2. Associate members should clarify exclusive and non-exclusive representation rights, arrangements or agreements for attractions offered to institutional members upon request.
3. Telephone calls should be returned and correspondence answered promptly.
4. Institutional and associate members should respond promptly to offers and, if accepting or declining an offer, should clearly and explicitly express such intentions.
5. An attraction should be able and willing to fulfill the elements of any offer made to an institution and, if an offer is conditional, make such conditions clear to the institutional member during negotiations.
6. Contracts, riders and addenda should be completed, signed and returned by all parties promptly, and all requirements of signatory responsibility should be clarified during negotiations.
7. Any associate member who signs contracts on behalf of an attraction is responsible for the provisions of any agreement unless the contract specifically states otherwise.
8. Ethically, oral agreements and commitments should be honored, but oral agreements are not necessarily binding, and a written contract signed by all parties is essential to confirm the negotiated arrangements.
9. Associate and institutional members are responsible for ensuring that the institution and attraction understand all the arrangements and terms in the contract and riders.
10. Institutional members should provide complete and accurate information regarding the facilities and equipment to be used.
11. Institutional members should clearly state the methods and timing of payment during negotiations and in the contract.

12. Institutional members should specify all activities and expectations of the attraction in writing, and the agency or firm is responsible for informing the attraction of the institution's expectations.

13. Associate members and/or the attraction should promptly provide information regarding the inability of an attraction to meet the obligations of an existing agreement.

14. Associate members should not offer the availability of an attraction without the reasonable expectation that the offer can be fulfilled. Likewise, institutional members should not make offer for attractions unless the institution has serious intent to negotiate an agreement.

15. Associate members should not enter into agreements with the express intent to offer a substitute or replacement for the agreed-upon attraction.

16. Associate members should quote fair market value fees for attractions and should quote attraction fees that accurately represent the usual remuneration paid to the attractions.

17. Offers, acceptances, revisions and requests for information should be expressed in writing to ensure clear understandings.

18. Associate and institutional members should avoid excessive requirements or demands in any contract riders.

19. Associate and institutional members should honor the terms of any agreements made even if the individuals authorized to make commitments on behalf of the member are no longer associated with the member.

Program Management

NACA members also are expected to fulfill the terms and provisions of all agreements and to conduct programs and events with professional business practices once an agreement has been reached. Following are several recommended guidelines and principles of ethical program management:

1. Associate members should send agreements and promotional information promptly and as promised. Institutional members should request only the quantity and types of material needed.

2. Institutional members should return videotapes, films or other special promotional materials promptly and in proper conditions specified in the agreements and as requested by the associate members.

3. Institutional members should advertise and promote activities as completely and in as timely as possible.

4. Promotional material should accurately reflect the attractions talent, skill, ability, performance, topic or service to be provided to the institution.

5. Institutional should not sell or otherwise use promotional materials provided to support activities programs without the knowledge and permission of the associate member.

6. Institutional members must secure written permission before recording or videotaping a performance or program in accordance with the provisions of the agreement.

7. Institutional members must report in a timely and accurate manner any attendance and expense reports that have an effect on the remuneration of the attraction.

8. Institutional members should treat attractions as special guests on campus. Attractions should treat facilities and campus regulations with respect.

9. Institutional members should offer to host the artist, speaker or attraction before, during and after programs and serve as a liaison with the campus community.

10. Attractions and/or their representatives should schedule their travel to begin the performance or program at the time stated in the contract and should notify the institution promptly of any travel delays.

* The term attraction is defined as any act, artist, performer, speaker, individual, group, product or service that is represented by an associate member firm or agency.
EVENT LIABILITY

RISK MANAGEMENT AND YOUR ORGANIZATION

The concept that always seems to get lost in lawsuits against individuals and organizations is that the individual may be responsible for the injury he or she may have helped inflict on a victim. This can occur through a direct liability chain where he or she was involved in the incident, or indirectly where it can be shown that he or she was in a supervisory or executive position and the person committing the act was under his or her control.

While we may perceive that victims only go for the "deep pocket," all parties may share responsibility. If you are responsible or linked to responsibility based on your position in the group, you may be found liable. Payment could come out of your insurance in some circumstances (e.g., car insurance if your car was involved). If your act is not covered under a form of insurance, then you could have your paycheck garnished for an extended period, possibly years, until the judgment against you is paid. This means a percentage may be taken from your paycheck (fifteen percent or so) until the amount of the judgment is fulfilled. Your life could definitely change when you are responsible for a legal judgment.

Furthermore, applications for jobs, graduate schools, and professional schools often require disclosure of criminal records and information involving legal action. If you have had a civil suit judgment, it may need to be disclosed. Although most state and federal laws articulate that potential employers cannot deny you a job because of your previous legal history, it may continue to be a problem.

The best way to avoid this unpleasantness is to avoid events and activities that could become risky business. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

Student Activities & Involvement hopes this section on Risk Management will make your program planning easier and safer. In order for organizations to succeed, it is important to take precautions and carefully plan your activities to avoid situations which may jeopardize your membership and status. With all the wonderful traditions and opportunities at UF, we do not want to have your memories clouded with negative experiences or, worse yet, lawsuits. It is our intention that this section will help you think about the events you plan and what you should consider in making decisions about your organization.

Here is an example of how good event planning may help decrease your liabilities in case of an unfortunate event. The Canoe Enthusiasts Club planned a canoe trip down the Santa Fe River. During the event, participants caught in an unexpected storm. Two of the participants drowned. The organizers of the event were sued but were not held liable by the court. The court found the organizers had taken the necessary precautions like having the canoeists accompanied by motorboats, having an experienced canoeist at the stern of the canoe, having veteran canoeists participate in the event, and having a local person monitor weather forecasts. In case you are thinking this could not happen, it did in New York in the case of Mintz v. State. What the court realized is that sometimes unavoidable things just happen. Of course, a court will not come to that conclusion until after it has scrutinized what the organization has done to plan the event looking specifically at the steps taken to ensure a smooth and safe event.

This example illustrates how important it is that leaders of all student organizations do everything they can to minimize the possibility of accidents and injuries while planning and programming events. There is no substitute for good planning. If the time is taken to think through an event logistically from start to finish, you will discover pitfalls which can be anticipated rather than ruin your event. You will discover that just a
little planning will make a big difference in how things go in the success and, more importantly, the safety of your event.

Best practices for safe events include:

1. Not injuring invitees through negligent activities,
2. Warn invitees of hidden dangers,
3. Inspect the premises and venues for possible hazardous conditions,
4. Take precautions to protect invitees from foreseeable dangers,
5. Provide assistance or care to injured invitees, and,
6. Create a written plan outlining the precautions that are being taken.

INSURANCE

For events which may be open to the public, event insurance may be required. The necessity, amount and cost of insurance shall be determined by the event venue.

Special events insurance is designed to provide financial protection should there be injury to attendees or spectators or damage to UF property during a special event held on the UF campus. Most events are insurable by the University carrier and the insurance application will be processed by your venue and the cost may be included in the cost of the event. However, many proposed events include activities that the University’s carrier specifically excludes from coverage, so the University carrier cannot insure them. These include but are not limited to concerts, mechanical amusement devices (inflatable novelties), motorized sporting events and boxing, wrestling or karate.

1. When the UF carrier cannot provide insurance coverage, alternate insurance coverage must be purchased. The venue manager will determine if insurance is needed.
2. If you misrepresent any aspect of the program on the Event Permit to avoid requiring insurance or to decrease liability exposure, it may void the coverage, including UF coverage. For example, events limited to UF students will in most cases not need insurance. Stating it is limited to UF students in the permit request but advertising to or admitting non-students would possibly have your event NOT covered by the UF policy, leaving your organization possibly liable.
   a. Any sporting events including (Run/Walks and sports tournaments) that have participation from non-students you will be required to purchase insurance through a third party insurance agency.
   b. For any band performance you will be required to purchase additional insurance through a third party insurance agency.
   c. Contact Bill Propezio at bill@ehs.ufl.edu and Risk Management for insurance options and pricing for those options.

SECURITY

The sponsoring student organization must take adequate precautions for the security of attendees at an event, as determined by the University Police Department, in conjunction with Student Activities and Involvement. Failure to adhere to these security policies may result in an administrative and/or disciplinary sanction.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by the University Police. Other factors which may be determined are as follows:
1. **Advertising**: Dependent upon the content and nature, advertising can either increase or reduce the need for security. Advertising which indicates that the attendance will be limited in number and/or restricted to UF students and their guests may reduce security needs.

2. **Closed vs. Open Event**: Closed events (restricted to the members of the sponsoring organization and their guests) may require less security than events open to all UF students and their guests. If your organization is SG funded, your events must be open to all UF students.

3. **Expected Crowd Size**: Larger crowd size will dictate the utilization of additional security personnel.

4. **Event Staff**: Individuals must be designated by the sponsoring organization to assist with conducting the event in an orderly fashion. The greater the number of event staff and the higher their level of expertise in performing assigned functions, the fewer number of security positions required.

5. **Money Collection**: The collection of money for any purposes (ticket sales, souvenir sales, refreshment sales, etc.) could require additional security personnel.

6. **Nature of Crowd or Program**: Individuals affiliated with the University generally require less security than those not affiliated; lectures may require less security than concerts.

7. **Risk Assessment**: Increased risks (e.g., threats received, demonstrations planned) will increase the security requirement.

8. **Written Invitations or Prior Ticket Sales**: Events which are restricted to persons with written invitations or advanced ticket sale holders will usually require less security than events selling tickets at the door.

---

**WAIVERS**

Any event that may cause physical harm will require a liability waiver to be filled out which will be attached through the event program permitting process when needed. This will include but is not limited to Runs/Walks, Inflatables, Sporting Events, Travel/Trips, etc. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazard. The waiver form should also ask for disclosure of possible medical conditions that may affect a participant. Child Waivers must be filled out by the parent or guardian prior to their participation in the event. Waivers must be returned to Student Activities and Involvement immediately following the event so that they can be kept on file.

---

**MISREPRESENTATION/FRONTING**

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a meeting room for a non-university group or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about "co-sponsorship" for access to space or service, please contact saidesk@studentinvolvement.ufl.edu. More information on this can be found in Chapter 4 of the Florida Regulations.

---

**ADVERTISING**

---

**BANNERS**

To reserve banner space please submit a request at the front desk of Student Activities & Involvement. Reservations for banner space will be approved no more than twenty (20) school days (four weeks) before the day the banner is to be hung. A student group may reserve a maximum of five (5) days of banner space per month. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by the banner.
Banners can be hung from the banner poles at the Plaza of the Americas and in on the North Lawn of the Reitz Union. Banners may also be hung in housing areas as approved by the Assistant Director of Housing having responsibility over that area. The Director of SAI may approve other locations upon request. See the Banner Policy for official rules and size restrictions.

**CHALKING**

Chalking is limited to the Reitz Union South Terrace and must be approved by the Reitz Union Event Services. Chalk on buildings or on other sidewalks around campus is prohibited. See the UF Chalking Policy for official rules and regulations.

**PRINTED MATERIAL**

The distribution of printed materials is defined as newspapers, handbills, leaflets, pamphlets, posters, magazines, and printed paper(s) of a like nature. Any individual, group or organization desiring to distribute printed material on the University campus may distribute under the following conditions: Posters, flyers, etc. must follow the University Rules referring to Distribution of Printed Material and the University Alcohol Policy regarding printed materials.

1. **Advertisements**
   a. Advertisements for the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited except for educational purposes such as alcohol awareness.
   b. All posted materials, banners, booths, and tables must clearly display the name of the sponsoring student organization(s).
   c. Use of materials which include defamation, obscenity, or pornography is prohibited.
   d. Please have the appropriate accommodation blurb that makes sense for that program according to information on the ADA below.

2. **Posting Materials**
   a. Posting is only allowed on open bulletin boards and kiosks. Posting on walls, toilet stalls, trees, sidewalks, utility poles, etc., is prohibited.
   b. Adhesives may not be used to post materials.
   c. May not take place within University buildings and facilities, including athletic or recreational fields.
   d. Posting materials in on-campus housing facilities may occur with permission and instruction from the housing authority.
   e. No flyers may be posted on cars parked on campus.

3. **Passing Out Materials**
   a. Passing out materials may not interfere with access to University buildings or facilities.
   b. There must be no interference with normal operations of the University, including no forcing of materials on anyone.
   c. Newspaper boxes are only for those groups who provide them and require prior approval for placement on campus.
   d. Brochures, flyers and leaflets must be handed out person to person and cannot be left in stacks on campus.
   e. Distribution of printed materials in classrooms is at the discretion of the instructor.

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Please take the time to look at the type of advertising you're doing to see if you're using the accommodation blurb that makes sense for that program. The following is how you should inform your audience about accommodations on your advertising materials.

1. Please make sure this text is on all print advertising, posters, etc. and in all radio and TV ads:
a. For persons with disabilities requiring special accommodations, please contact 392-1655 x 302 or 392-2567 (TDD), e-mail accommodat@sg.ufl.edu or contact the Florida Relay Service at 1-800-955-8771 at least 72 hours prior to the event.

2. If you have arranged with Student Government for a sign language interpreter and they will be at the event whether or not there is a request for accommodation, please use this text instead of previous:
   a. Sign Language Interpreted
   b. For persons with disabilities requiring special accommodations, please contact 392-1655 x 302 or 392-2567 (TDD), e-mail accommodat@sg.ufl.edu or contact the Florida Relay Service at 1-800-955-8771 at least 72 hours prior to the event.

3. If you have arranged with Student Government for real time captioning and they will be at the event whether or not there is a request for accommodation, please use this text instead of previous:
   a. Real time captioned
   b. For persons with disabilities requiring special accommodations, please contact 392-1655 x 302 or 392-2567 (TDD), e-mail accommodat@sg.ufl.edu or contact the Florida Relay Service at 1-800-955-8771 at least 72 hours prior to the event.

4. Only use the wheelchair logo if in fact the venue you are using has wheelchair accessibility. That logo only refers to wheelchair access and should not be used as a "generic" message that you'll provide any other accommodations.

5. For any print publications like a brochure, booklet, etc. (not for posters, etc…)
   a. Upon request, this publication is available in alternative formats to persons with print-oriented disabilities. For more information, please contact Student Government at 392-1655 x 302 or e-mail accommodat@sg.ufl.edu or contact the Florida Relay System at (800) 955-8771 (TDD).

If you're advertising a service that may not require attendance such as a brochure, it will not make sense to have the "venue" accommodations information and/or the wheelchair logo, but it will make sense to have the print accommodation. Likewise, if you're advertising a film, it will not make sense to use the print information. Please be intentional with the services provided and the symbols associated with them to ensure you are meeting the needs of your audience. For questions please contact 392-1665 ext. 330.

**TRAVEL AND YOUR ORGANIZATION**

Almost all organizations plan some type of travel. Your Faculty Advisor should know about any travel you take. Statistically, traveling is one of the most risky things you can do. Over forty-five percent (45%) of all traffic fatalities in 1992 involved an intoxicated or alcohol-impaired driver or pedestrian. The US Department of Transportation estimates that 240,000 accidents are caused by drowsy drivers every year, and that falling asleep behind the wheel may cause up to 10,000 fatalities a year.

Student organizations often need to travel to conferences, tournaments, or field trips. As we become more "liability conscious," students should be aware of their liability in traveling as well as the various alternatives available. An advisor should always be aware of your travel. An example will illustrate the liability questions.

Members of the Verbose Speakers Team were traveling to a verbosity tournament when their privately owned van, driven by a student team member, skidded off the road into a ditch. Several of the team members were injured in the accident.
Is the driver solely responsible for the injuries? Is the team responsible? The University? Should individual team member's health insurance cover their own injuries? These are the types of questions facing student group members when they travel with their organization.

The following plan has been designed to offer University of Florida student organizations a guide to follow when planning, organizing, and implementing programs or other activities that involve travel requirements (i.e., conferences, competitions, retreats, etc.). This plan provides information and procedures which will assist you in planning off campus functions in a safe manner. Leaders of all organizations which intend to travel should be trained in travel risk management and emergency procedures. Visit or call Student Activities & Involvement to speak with staff member for further assistance or clarification. (392-1671).

**PREPARING FOR THE TRIP**

1. Prepare a travel list containing names of all people traveling, departure and arrival times, the destination, and a general itinerary, phone numbers at location, and cell phone in van (not only for the traveling student to reach the university, but also for friends or family who may need to reach the traveling party). This list is to be given to a minimum of two people who will be accessible during the trips duration: faculty advisor, a fellow student designated as the emergency contact, department chair, or other administrator familiar with the program as well as the persons traveling.

2. The traveling group should have a list of at least three contacts' (e.g. advisors, fellow students not traveling) home and office phone numbers in order to notify them about any emergency situation. This should be the same people who have the participant list.

3. Signed liability waivers. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazards. The waiver form should also ask for disclosure of possible medical conditions that may affect a participant.

4. The vehicle to be used should pass a comprehensive safety inspection conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as poor tire tread, burned out lights, or worn wiper blades.

5. Make sure you also have the following:
   a. Good, detailed map of the entire area to be traveled, including any possible alternate routes to accommodate unforeseen circumstances (construction, accidents, weather).
   b. First aid kit, flares, flashlights and batteries, safety warning device, extra oil.
   c. Cellular phone, instructions on how to use it and battery to recharge if necessary.
   d. Have the phone number and location of area hospitals of the destination, if possible.

   Recommended certifications for the activity e.g. first aid, water safety. CPR and First Aid certifications may be acquired through the American Red Cross.

**GENERAL TRAVEL RISK MANAGEMENT PLAN**

Each student organization should develop its own travel risk management plan. Below is an edited version of the risk management program checklist used by the SAI’s TRiP Program. Respond to each question or comment and keep in trip planning folder.

1. Record the dates and times of the trip.
2. What are the activities planned (i.e., conference, outing, museum) and the itinerary?
   3. What is the physical exertion level of the activity (i.e., beginning, intermediate, advanced)?
   4. Know the skill levels required of the participants (i.e., do they need prior experience?).
   5. What is the overall terrain of the area you have chosen to go to and are there any special hazards such as snow?
   6. What weather and climate conditions should you expect in the area (i.e., rainy season, dry conditions in forests, hunting season, excessive heat)?
   7. Determine the distances to be traveled; there should be at least two drivers for every 500 miles to be driven.
8. Plan the routes, hotels, and campsites you will be using. Consider secondary routes, and alternative campsites. (Note: a clearly marked map and a backup map are a must).
9. Plan the starting and ending times of major activities or events.
10. What is your mode of transportation: Rental van, bus, or personal cars?
11. Know the maximum and minimum number of participants who will be going on the trip to determine how many vehicles are needed.
12. Do a safety check on the vehicle.
13. Ensure all drivers have a valid driver's license and have the reputation as safe drivers.
14. Verify current certifications and experience needed to staff the activity (i.e., CPR/First Aid and extensive knowledge driving in the area you're traveling).
15. Establish the policies and procedures to use during emergency situations (i.e., carrying waiver forms, insurance and emergency contact numbers for participants, carrying change for the phone).
16. Know the types and amounts of equipment you will bring on your trip and check equipment before you leave.
17. Plan the dates, times, and agendas of pre-trip meetings.
18. Share lists of clothing and equipment required of participants.
19. Plan how you will work with the group to have control of trip (buddy system, messages).

**TRIP TIMELINE**

**At Least One Month Before**
1. Get cost estimates for all reservations, rentals, gas, etc.
2. Submit to faculty advisor for approval if necessary, or arrange for encumbrance of funds.
3. Schedule a pre-trip meeting
4. Make reservations with hotels, car rental companies, outfitters, vendors, campgrounds, etc.; record reservation numbers, date they're made and to whom you spoke.
5. If SG funded, submit Student Activity Requisitions (SAR) for checks needed. Make copies for folder.

**Week Before Trip**
1. Review itinerary and call participants or other organization members to remind them about pre-trip discussion at your meeting. Hold pre-trip meeting to gather any needed information from participants (i.e., insurance policy #, signing of liability waiver, health issues), provide details and answer questions. Discuss the alcohol & drug policy, itinerary, dietary needs, risks involved, the activity.
2. Plan a buddy system to make sure no one gets lost.
3. Inventory first aid kit.
4. Confirm reservations with hotels, outfitters, vendors, campgrounds, etc.
5. Confirm reservations for transportation.

**The Day Before the Trip**
1. Check road and weather conditions for trip.
2. Pick up vehicle, do a visual check of lights, tires, etc. and check all fluids.
3. Load van or trailer: equipment, first aid kits, maps, alternate routes. (Making sure that they are accessible if there is an emergency).
4. Finalize an emergency contact list for advisor or local contact to hold during trip.
5. Include the date of return, the trip leaders and participant’s names and UF ID numbers, cell phone and phone numbers at the trip destination.

**Day of Trip**
1. Do a participant roll call. Make sure you have everyone's insurance, waiver and phone number (who to be contacted if there is a problem) information.
2. Put trip folder containing participant information, copy of liability waivers, insurance numbers, medical conditions, and directions maps, phone numbers of destination, emergency numbers, and cell phone numbers of other vans (if applicable), etc. in van.
3. Double check maps, alternate routes and cellular phone, if available.
4. You're off! Record the mileage of vehicle before departure. Drive safely at or under speed limit. (Note: For both vehicles and trailers, trailers are rated at not more than 55 mph).

Post Trip
1. Record mileage after trip
2. Unload & clean out van.
4. Return vehicle/keys and receipts.

TYPES OF VEHICLES

Listed below are the basic means of traveling available to student groups and the advantages or disadvantages associated with each.

1. Personal Automobiles: The most flexible and possibly least expensive method, with fewer arrangements necessary. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability.
   While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure that:
   a. Individuals traveling in private vehicles understand that it is at their own risk
   b. The designated drivers have experience and are licensed to drive the vehicle.
   c. The vehicle and its operator have appropriate insurance.
   d. The vehicle has been adequately serviced with preventative maintenance and checkups.
   e. The mileage of the trip is offset with meal breaks, sleep time, etc.
   f. You have an emergency plan in case of breakdowns or accidents.
   g. Alcohol and/or drugs are not a part of your drivers or the trip participant's experience.
   h. You follow the rules and safety tips provided in your driver's manual from the Florida Department of Motor Vehicles ("DMV").
   i. When in doubt, use common sense when you drive.
   j. If you are involved in an accident, make sure any injured persons get the requisite medical treatment.

2. Rental Vans: The renter must pay for insurance and assumes liability through the vehicle renter. Usually you must pay in advance or at the time of rental; you must reserve in advance usually requiring a written agreement.

3. Commercial Carrier with a Driver (bus, van): The carrier provides its own insurance and assumes liability. It may be the most expensive method, usually requiring payment in advance or a deposit. You must arrange reservations in advance, usually requiring a written agreement. This method presents the lowest level of liability to your organization.