 **Office of Student Activities**

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http://www.tnstate.edu/campus\_life/activities.aspx

**Programs and Activities Policy**

1. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the institution concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purposes of any Tennessee Board of Regents or institution policies concerning use of campus property and facilities. Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with the TSU Events Management Office.
2. No on-campus or off-campus program or activity shall be engaged in unless approved by the Office of Student Activities. Prior to approval, the institution may require a specified number of officials or security/police officers for any event, activity, or program. If an organization has any meeting, program, or event on campus that has not been approved by the Office of Student Activities, the cancellation or denial of future activities by the organization may occur.
3. *Meetings and Activities*—All activities of registered student organizations must be approved by the Office of Student Activities. Every activity must have at least one advisor present from the beginning of the activity (when doors open) to the end (when doors close). Cancellation of approved activities shall be reported by the president or chairman to the Office of Student Activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date. Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the Office of Student Activities for approval.
4. *Event-Space Requisition Form*—All on-campus meetings and activities must be requisitioned through the Office of Student Activities by submission of the “Event-Space Requisition Form”. All requisitions must be submitted 30 days in advance to the Office of Student Activities. They are approved on a first-come, first-serve basis. The advisor must submit the “Event-Space Requisition Form” through the online system in order to confirm that the advisor is aware of and approves the event. The form must be completely filled out with required additional information attached. Failure to properly submit requisitions will result in denial of the requests.
5. *Off-Campus Activities*—All off-campus activities sponsored by a registered student organization must be approved by the Office of Student Activities. The “Off-Campus Activity Request Form” must be submitted to the Office of Student Activities at least 14 days before the date of the activity. Any sponsored activity that occurs off-campus without the approval of the Office of Student Activities can result in cancellation of future organization activities.
6. *Post-Event Evaluation Form*—All organizations must submit a “Post-Event Evaluation Form” within 7 (seven) days of the conclusion of the activity. Failure to submit the Post-Evaluation Form will result in the cancellation or denial of future activities until the form is submitted. If an activity is cancelled, the organization will have to start the requisitioning process over to get the activity re-approved.
7. *Use of Facilities*— Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with TSU Events Management Office.
8. *Publicity*— All flyers for organization activities must be approved by the Office of Student Activities. The Office of Student Activities publishes a monthly “Calendar of Events” with activities that have been requisitioned and approved. All signs for bulletin boards in the Floyd- Payne Campus Center, Residence Halls, or Class Buildings must first be approved by the Office of Student Activities and then taken to the Floyd Payne Campus Center Information Desk to be stamped.
9. *Parties*—All on-campus parties must have TSU police present. It is the responsibility of the organization to secure TSU Police and pay all required fees. Request for TSU Police must be made at least 21 days in advance. An email confirmation from the TSU Police must be sent to the Office of Student Activities before the event can be approved. The Office of Student Activities reserves the right to require TSU police at any event, even if it is not a party.
10. *Organization Weeks*—Organizations may request organization weeks by submission of the “Organization Week Request Form” and the “Organization Week Activities Proposal Form” in accordance with the Office of Student Activities timelines and procedures. Organization weeks are determined by, but not limited to, the timely submission of annual reports, attendance at mandatory risk management and anti-hazing activities, and the completion of required campus and service activities. Specifics on how organization weeks are selected for Pan-Hellenic Greek organizations and Non Pan-Hellenic Greek organizations are stated in the Organization Weeks policies and forms on file with the Office of Student Activities and in the *Registered Student Organization Manual*.
11. *Greek Showcases*—The Office of Student Activities must approve all showcases prior to the performance. The organization must schedule a preview show with the office in advance. Any deviations in the actual show that violate any of the showcase policies can result in the show being immediately shut down as well as any disciplinary action as deemed fit. Any profane or explicit language and music, disrespectful behavior and physical abuse are prohibited and are also subject to disciplinary action. The organization is responsible for securing TSU police for the event at least 21 days in advance. The advisors of the organization must be present during the entire showcase from the time the doors open to the time the doors close. The full policies for showcases can be found in the Pan-Hellenic Council Greek Showcase Policy on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

**TYPES OF ACTIVITIES**

**Fundraising Affairs**

* Fundraising affairs held by registered organizations on campus must be approved by the Director of Student Activities in conjunction with the Associate Vice President for Student Affairs. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be given to non-members of the organization initiating the request, and/or other designated guests, to attend the meeting. (Under Programs and Activities in Student Handbook)
* Student organizations seeking to sponsor fundraising affairs on campus may do so under the following circumstances: 1) a proposal covering the nature of the affair, where it is to take place, the approximate amount to be raised, and the purpose for which the money will be used must be submitted to the Associate Vice President for Student Affairs; 2) a full written report must be made to the student body through the Student Government Association; and 3) collection and disbursement of all funds for such a fundraiser must be supervised by the Director of Student Activities and organization advisor.

**Selling**

* Selling on university property is not permitted unless permission has been granted by the Assistant Vice President for Procurement and Business Services.

**Soliciting**

* All soliciting or advisement must be done under the direction and supervision of the Division of Student Affairs

**Use of Cafeteria**

* If the cafeteria is needed, the organization must clear the date with the Office of Student Activities and then make specific arrangements with the cafeteria manager. (requests for special services must be submitted on a special service form to the cafeteria manager thirty day prior to the date of desired service).

**Catering/Food**

* Registered student organizations must use Aramark Catering or follow the procedures for requesting permission to utilize an outside caterer. Kitchen facilities and serving equipment are not available to outside caterers. The student organization is responsible for all clean up and removal of all waste from the premises.

**Public Address System**

* Requests for the public address system shall be secured from the Office of Student Activities and filed a least one week prior to the requested date.

**Sirens and Loudspeakers**

* To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loud speakers, and other sound-amplification equipment on campus must be authorized in advance by the Office of Student Activities.

**Guest Speakers**

* No guest speakers shall be invited to the campus except pursuant to policies of the Tennessee Board of Regents and the institution concerning guest or off-campus speakers. Details can be found in the Off-campus Speaker Policy.