



UNIVERSITY EVENT CENTER

## NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

### Student Organization Scheduling Guidelines

1. Student Organizations must be registered with the Council of Presidents within the current academic year, and be in **Good Standing** as defined by the Office of Student Development. This includes, but is not limited to, having all required documentation filed with the Council of Presidents and the Office of Student Development such as, Fundraising forms, Registration forms, End of Year Reports, etc.
2. Student Organizations must also register with the University Event Center via the Online Username & Password Request form and agree to all University Event Center Policy and Procedures as noted on the Reservation Request form.
3. Student Organization Events must take place between 7:00am and 11:00pm, unless otherwise authorized by the Office of Student Development **and** the University Events Center.
4. Student Organization that are REGISTERED with the Office of Student Development may begin to schedule events year round with advisor approval:
5. Student Organizations are **not** permitted to hold events during the following dates:

Labor Day	September 7, 2009
Fall Break	October 12-13, 2009
Thanksgiving Weekend	November 26 – 29, 2009
Reading Day & Finals Week	December 5 – 12, 2009
Winter Break	December 13 – January 6, 2010
Martin Luther King Jr. Day	January 18, 2010
Spring Break	March 8-12, 2010
Easter Weekend	April 2-4, 2010

6. Student Organizations requesting to hold fundraising events must request fundraising approval from the Office of Student Development. An approved copy of the fundraising form, bearing a Student Development Representative signature must be turned into the University Event Center in order to receive a valid confirmation for the related event space.
7. Student Organizations requesting to hold major events, fundraising events and/or cookouts must do so via University Event Center Reservation Request form no less than 30 days in advance. Major Events are defined as events requiring extensive logistical needs, including but not limited to staging and sound/light equipment, campus security, ticket sales, furniture displacement, musical performance/theatrical productions, etc. This applies to all major venues on **and** off campus (Corbett Gym, Harrison Auditorium, Greensboro Coliseum, Carolina Theatre, etc.)
8. Student Organizations holding events outdoors must receive prior approval from the University Events Center to play music of any kind. This includes, but is not limited to, DJ's, live bands, boom boxes, pa/sound systems, etc. Doing so without permission, may result in the termination of the event. Any organization requesting athletics competitions in an outdoor venue must FIRST schedule their activity through the Intramural Sports office.

9. Student Organizations are required to comply with all University building policies and procedures at all times. Inappropriate conduct or any misuse of a facility will be reported to the Office of Student Development and may result in the suspension and/or termination of the right to request or reserve space. Please keep in mind; all organizations are responsible for the conduct of each of its members, even if such members are not performers or participants in the actual event.
10. Student Organizations are responsible for reading their space confirmations carefully, understanding that all rooms originally requested may not be confirmed. A copy of the Event Confirmation sheet issued by the University Event Center must be present at all times during the course of an event. Failure to present this confirmation to University Events Center Staff, Memorial Union Staff and/or University Police may result in the cancellation of your event.
11. Rental Equipment (tables, chairs, tents, etc.) ordered for use during campus events and secured by the sponsoring organization are the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources unless otherwise directed by the University Events Center. The University Events Center is not responsible for rental equipment. Equipment pick-up should be secured within 24 hours of event conclusion.
12. In order to gain access to locked facilities after 5:00pm and/or weekends, contact Police Dispatch at (336) 334-7675 no less than 15 minutes prior to event time. A copy of the event confirmation must be present in hand, otherwise, access will not be granted.