



OFFICE OF LEADERSHIP AND STUDENT INVOLVEMENT

Policy, Procedures, and Guidelines Manual

2024 – 2025

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Due Process:

If student organizations violate any LSI policies, privileges and obligations of registered organizations, the student code of conduct, or other university regulations, certain disciplinary procedures will be instituted against the organization initiated by LSI or the appropriate administrator.

Responsibility:

It is the responsibility of the president and advisor of the student organization to interpret and

PLACE

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5. The University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on The University of Southern Mississippi property or as part of any of its activities. For more information on the alcohol policy, please refer to the Student Code of Conduct and Dean of Students website.
6. Events cannot be advertised until UPD has been paid (when applicable), the event has been approved, and the location has been secured. Then, all advertising material and media must have the sponsoring student organization displayed within the material. Posters, signs, or circulars may only be placed in locations designated in the University Sign Policy.
7. University officials reserve the right to request a student organization select a different day, time, or location for their event due to extenuating circumstances or if it is within the best interest of the campus community.

Request Space on Campus as a Student Organization

1. Registered student organizations wishing to hold on-campus meetings and events should visit the Leadership and Student Involvement (LSI) website under the “Forms & Policies” tab to access to up-to-date information and forms regarding space reservations on campus.
2. All requests for space through the Union Complex and outside areas they reserve can be done directly by registered student organizations by visiting the Union website. All other requests for space on campus will be done through the LSI form and then the office will facilitate the reservation for the group.
3. Forms are due Mondays at 4pm for requests for space the following Sunday-Saturday. If an event is special in nature (has any money exchange, requires UPD for security, etc.) it requires one-month advanced notice.
4. Space on campus able to be reserved:
 - a. Academic Space- meeting or event held in an academic building on campus (does not include Bennett Auditorium, Payne Center, The Union Complex, or the Mannoni Performing Arts Center). *ABSOLUTELY NO AMPLIFIED SOUND OR FOOD/DRINK is allowed in Academic Space per the Registrar’s Office. Not all academic space is available for organizations to use. Complete LSI form for registering event.
 - b. Bennett Auditorium/Mannoni Performing Arts Center- Complete LSI form for registering event.
 - c. Union Complex- indoor spaces in the Union, Thad Cochran Center, Trent Lott Center, Danforth Chapel, Hub, tabling in Union Lobby, TCC lobby, Shoemaker Square, Library Plaza and outdoor locations like Spirit Park, Southern Station, Union Plaza, Weathersby Lawn, Centennial Lawn and NPHC Plaza. Contact the Union Department directly for these spaces.
 - d. Housing & Residence Life spaces- RHA Center and tabling in the Luckday Breezeway. Contact LSI to inquire about booking these spaces.
 - e. Payne Center/Campus Recreation- Pride Field, IM fields, inside Payne Center spaces. Complete LSI form for registering event.
 - f. Greek House Based event- social or non-social in nature:

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1. Due to federal copyright laws for showing movies and films on campus, public showings of such audiovisual works will only be permitted to be shown on campus when the student organization can provide that they have purchased the licensing rights to view the film on campus during an event or obtained approval to view the film from the publishing company directly.
2. You can obtain a license to view a movie on campus by renting the movie from an approved distributor or contacting the copyright holder (generally the studio) directly. Contact LSI at least one month before your proposed event date for directions on obtaining a license.

Campus Runs/5K Policy

1. Registered student organizations are permitted to have runs/5K's on campus provided they complete the LSI form at least one month prior to the event and work in accordance with Campus Recreation policies and procedures.
2. Student organizations will be advised to contact Campus Recreation to assist with the planning of the event. Campus Recreation will advise groups on start and stop locations, water stations, race maps, etc. *Note: the event is the sole responsibility of the sponsoring student organization. Campus Recreation will provide guidance and advisement on how to facilitate a successful event but will not be responsible for the execution of the event.
3. It is the responsibility of the student organization to meet with Campus Recreation for their event to be registered with LSI.

Car Washes

Beginning Fall 2024, car washes are not permitted to be held on campus due to traffic and pedestrian safety concerns.

Food and Amplified Sound in Academic Spaces

Student Organization Helpful Hints

- A. Register your organization each year by completing the Organization Information Form at www.usm.edu/lji. *Any time leadership in your group changes, notify LSI as well through email at LSI@usm.edu. Registration is due annually by September 1st.
- B. Attend a required Student Organization Orientation (SOO) to receive approval to begin requesting meetings and events on campus. Dates for the SOO are listed on the website at www.usm.edu/lji.
- C. Visit the “Forms and Policies” page of the LSI website for instructions regarding requesting space for meetings/events on campus. Please note links to this page will provide information on all available spaces for student orgs to request as well as fees and policies associated with booking particular spaces.
- D. Submit the request form online by 4 p.m. on Monday for events the following Sunday-Saturday, unless that Monday is a university holiday in which the forms are due on the preceding Friday. All requests for space that are “official” in nature require the form to be submitted at least 1 month in advance. *Submit forms as early as possible to ensure your space is open and the event can be confirmed.
- E. Depending on the nature of the event, a pre-event meeting may be required with either LSI or the facility directly to go over additional university policies as well as securing and paying for UPD, if necessary.
- F. **All on-campus events are required to use Aramark for catering services** and to adhere to the University Snack Policy. For more information, email LSI@usm.edu or visit our website for specific policies.
- G. The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs. All events should be confirmed before any campus advertising can begin.
- H. Fundraising on campus **must have an educational or philanthropic benefit** and cannot compete with any existing campus vendors (Aramark or Barnes and Noble). Absolutely no gambling or gambling terminology (i.e., raffles) are permitted to occur on campus.

The Office of Leadership and Student Involvement

Student Activities Hub, Union 110

Box #5048, Phone: 601.266.4403, Website, www.usm.edu/lji

*Throughout the year, policies and procedures may change.

Please visit www.usm.edu/lji for the most current policies.

Student Organization Guide to Booking Space on Campus

UNION COMPLEX RESERVATIONS

If booking space in the Union Complex, visit www.usm.edu/Union and click on the gold “Reserve Space” button at the top of the page. Union reps will reach out to review your event details, talk about next steps, and confirm.

Union Complex spaces include RC Cook Union, Thad Cochran Center, Danforth Chapel, Hub, Trent Lott National Center, Centennial Lawn, Weathersby Lawn, Spirit Park, Southern Station, Union Plaza, NPHC Plaza, tabling in the Union Lobby or TCC Atrium (outside of the Fresh Food Company), Shoemaker Square, Library Plaza, or Armstrong-Branch Plaza and for chalking requests on Weathersby Lawn.

ACADEMIC SPACE RESERVATIONS

Space is any academic building on campus (note, not all academic buildings are reservable by student orgs). Requests for academic space first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

BENNETT AUDITORIUM/MANNONI PERFORMING ARTS CENTER RESERVATIONS

Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

ATHLETIC VENUE RESERVATIONS

Spaces like The Rock and Reed Green Coliseum. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

OGLETREE ALUMNI VENUE RESERVATIONS

The Alumni Association oversees the use of the Ogletree Alumni House and The District Lawn. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

TABLING IN THE LUCKYDAY BREEZEWAY/RHA CENTER RESERVATIONS

Housing and Residence Life oversees booking these spaces. Requests for these spaces first go through LSI. Visit www.usm.edu/lsi and click on “Forms and Policies” to complete the form to request space.

GREEK CHAPTER HOUSE RESERVATIONS

Philanthropy events hosted at Greek Chapter houses are required to be registered through LSI. Requests for TUSGuBT/F a