



POLICY REMINDERS

Please review the following list of common policies and procedures that could impact your event. If you have any questions, please visit our Event Planning web page (<http://thesource.ua.edu/event-planning>). Also note that these are not the ONLY policies that impact events. These were designated as common areas of concern for student organizations, when planning events.

- Amplification- Per the Party Smart Manual, Amplification outside can only occur at the following times: Friday- 5pm to Midnight; Saturday- 1pm to Midnight; Sunday- 1pm-5pm
- The Quad cannot be utilized for athletic events
- Work orders for trash, clean-up, irrigation, pest control, and electricity must be initiated by the planning group and/or advisor depending on the location
- You must secure your indoor event location prior to submitting event registration
- Outdoor sales of items are prohibited
- Events CANNOT be held on the historical mound
- Spray paint chalk should NEVER be utilized
- Collecting donations from an outdoor location is strictly prohibited (must be indoors or at designated student org. gameday tents)
- Any items that is distributed on campus (i.e- give-aways, door prizes, food, t-shirts, etc.) must be included on the designated portion of the application to ensure that they meet all UA rules/regulations.
- Limited (those with approval that meet the mission of Dead Week) or NO events may be registered to occur during the five (5) day period preceding or for the duration of final exams for the fall and spring semesters or during the two (2) day period of the summer term
- Child Protection Policy standards/policy must be met at all times; Events with children are most generally not to be held on the Quad as they may expose children to conflicting events or dangers
- Please review all signage standards prior to advertising your event.
- If you invite a representative of a company, organization, school, etc. to campus, then you are responsible for them for the entire time that they are hosted on campus. A representative of your organization should be with the group at all times.
- Please be aware that campus has specific policies regarding posting flyers and advertisements. Before posting be aware of the guidelines for that specific area.
- If you plan to play or show a movie to a large group, then by law you are bound to movie rights guidelines. Any movie that is played to a large audience must

purchase the Movie Rights prior to showing. Information regarding movie rights can be found at [Swank Motion Pictures](#).

- Animals- “as part of its commitment to protect and maintain University resources, facilities and grounds; and to promote public health, safety and welfare, the University prohibits the use of animals in conjunction with an event”.