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 or NO events may occur during Dead Week
- 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.