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Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

**SECTION 1.00**  
**RSO GENERAL INFORMATION**

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## **Section 1.01**

### **Definition of an RSO & SO**

There are two definitions for student groups on the University of Louisville campus: Recognized Student Organizations (RSO's) and Student Organizations (SO's).

**RSO's** have successfully participated in RSO chartering procedures, and based on recommendations of the Student Organization Board, have been granted University recognition by a vote of the Student Government Association (SGA). By being a Recognized Student Organization, this provides organizations with access to resources such as funding for projects, speakers, and travel money to conferences for professional development. RSO's are also given the opportunity to apply for office/storage space in the Student Involvement Center, and reserve meeting space in the Student Activities Center, Red Barn, and other campus facilities.

**SO's** have not elected to pursue the recognition process, but, rather, are sponsored by a University academic unit, department, or other sub-unit.

## Section 1.02 RSO Guidelines

- A. An RSO Information Sheet must be filled out by an RSO representative and kept up to date every time your officers change – especially during the summer! This form mainly lists contact, officer and advisor names, phone numbers, and addresses. Because this is the only way the Student Organization Board has of getting in touch with you in an emergency and over the summer, it is important to fill out and submit the completed sheet with the correct contact information for your organization.
- B. A representative from your RSO must attend a **mandatory** RSO Information Meeting, held within the first 30 days of the fall and spring semesters. Failure to attend or complete and return the RSO Information Sheet will result in a status penalty. Notice of the meeting will be given in *The Cardinal*, RSO mailboxes, and by e-mail.
- C. If RSO's want to serve or allow guests to consume alcohol at sponsored events, the RSO and advisor must follow the Alcohol Guidelines and submit the necessary forms to the Office of Student Life in Room W302 of the Student Activities Center. Please call 852-5787 for more information regarding the Alcohol Guidelines.
- D. Any changes to the RSO's governing documents must be screened by the Student Organization Board and approved by the Student Senate in order for the RSO to retain its recognition and charter. Copies of a model constitution are available in this manual, on the RSO website, and in the SGA office, Room W301 in the SAC.
- E. Your RSO is entitled to a mailbox in the SGA office. Announcements will be placed in the mailbox *and* listed in *The Cardinal* newspaper ads from SGA.
- F. RSO's are encouraged to create websites to raise their visibility and promote their activities. To this end, RSO's in good or probationary standing may request web hosting of 20 megabytes on the University's servers. Suspended RSO's will have their website deleted, and probated group websites may be removed at the web master and/or the Office of Campus Life's discretion. In addition, any site violating University policies or agreements may also be deleted.
- G. Other entitlements may include, but are not limited to: petitioning SGA for funding, applying for office space in the Houchens Building, reserving facilities administered by the SAC, and conference and work space in the Houchens Building.
- H. The levels of RSO status are Good Standing, Probation, and Suspension (for a year). The Student Organization Board (SOB) will inform RSO's of their status through *The Cardinal* and RSO mailboxes.

**Section 1.03  
Recognized Student Organization Information Sheet  
Sample Form**

FULL Name of Organization: \_\_\_\_\_

**CONTACT INFORMATION:**

CONTACT PERSON: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

LOCAL TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RSO's WEBSITE ADDRESS (if applicable): \_\_\_\_\_

ADVISOR (NAME, CAMPUS ADDRESS, CAMPUS PHONE #, E-MAIL OR HOME ADDRESS & PHONE # IF NOT A UNIVERSITY EMPLOYEE)

\_\_\_\_\_  
\_\_\_\_\_

OFFICER INFORMATION: (OFFICERS MUST BE U OF L STUDENTS-RSO's eligible to reserve space)  
NAME OFFICE HELD LOCAL PHONE# Uof L EMAIL ADDRESS

NAME	OFFICE HELD	LOCAL PHONE#	Uof L EMAIL ADDRESS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RSO DESCRIPTION:**

TYPE OF ORGANIZATION:

- Academic     Community     Honorary     Religious
- Athletic     Ethnic     Political     Social
- Booster     Greek     Professional     Other (explain in purpose)

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

CAN GRADUATE STUDENTS JOIN: \_\_\_\_\_ CAN NON-U OF L STUDENT JOIN? \_\_\_\_\_

MEMBERSHIP REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RSO MEETING DATES & TIMES: \_\_\_\_\_

PERSON ATTENDING MANDATORY MEETING

DATE OF MEETING ATTENDED

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

## Section 1.04 Model Constitution

### (Name of Organization) Constitution

(Please modify below to meet your organization's needs)

#### PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution (or substitute the preamble of your national organization).

#### ARTICLE I – NAME

Section 1 – The name of this organization shall be the (spell name as you would have it appear in University publications).

**Note: Your name cannot begin with “University of Louisville”.**

#### ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

A. (List specific purposes)

Section 2 – Additional purposes shall include but are not limited to:

A. (List specific purposes)

#### ARTICLE III – MEMBERSHIP

**Section 1 – Membership shall not discriminate on the basis of race, color, creed, gender, sexual affectation/orientation, or physical, mental, or emotional disability except as provided by federal law.**

Section 2 – Regular membership shall consist of those students of the University of Louisville who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

A. Regular members shall have the right to vote.

Or

B. Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular members.

Section 3 – Non-student membership shall consist of those persons who fulfill the requirements of the Article III, Section I expecting that they are not enrolled at the University of Louisville. The membership of the organization will not consist of more than 50% of non-students.

A. Non-Student members shall have the right to vote.

Or

B. Only those Non-Student members who have paid dues in full shall have the right to vote and shall be referred to as Voting Non-Student members.

Section 4 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (note: Special members might consist of alumni or members of the community).

- A. Special members shall not have the right to vote.

#### ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer, and shall collectively be referred to as the Executive Board. (note: A treasurer is only needed if the organization collects money/dues).

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To assist the President in his/her duties;
- B. To preside at meetings of this organization in the absence of the President;
- C. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- D. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- E. To perform other such duties as the membership or Constitution may specify.

Section 4 – The responsibilities of the Secretary shall be as follows:

- A. To prepare agendas and to record minutes of meetings of this organization;
- B. To handle all correspondence of this organization not under the preview of the President;
- C. To pick up all mail received at the Student Government Association office at least once a week, in addition to any other location at which mail for this organization may be delivered;
- D. To maintain an accurate list of the membership of this organization;
- E. To update and maintain all files of this organization;
- F. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify.

Section 5 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Student Government Association;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify.

#### ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be Regular Members (or Regular Voting Members), thus being students of the University of Louisville.

Section 2 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the spring semester, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – In case of a tie, the Current President shall cast the deciding vote.

Section 6 – If there is only one candidate applying for an office, that candidate shall take office by default.

Section 7 – Officers may be re-elected without limitation.

#### ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

#### ARTICLE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the fall and spring semesters, the general day and hour to be set by the voting membership at the first meeting of the fall semester.

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits the majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

EFFECTIVE DATE: \_\_\_\_\_(month/year)

**(note: effective date shall be written on final printout of constitution, not typed)**

**SECTION 2.00  
DIRECTORY OF RSO's**

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## Section 2.01

### Directory of RSO's (1/2006)

Acolytes of the Die of Fate	CommonGround
Adventist Collegiate Fellowship	C.O.N.E.C.T. Mentor Program
African Student Union	Conquerors Through Christ
Akhila Andhra Student Association	Dance Dance Revolution
Alpha Epsilon Delta	Debate Society of U of L
Alpha Kappa Delta	Delta Omicron
Alpha Kappa Alpha	Delta Upsilon
Alpha Kappa Psi	Delta Zeta
Alpha Omicron Pi	Digital Peasant
Alpha Phi Omega	Double Reed Society of U of L
Alpha Sigma Kappa	East Asia Club
American Institute of Chemical Engineers	Educational and Counseling Psychology Doctoral Student Organization
American International Relations Club	English Graduate Association
American Society of Civil Engineers	E.S.S.E.N.C.E.
American Society of Mechanical Engineers	Eta Sigma Phi-Zeta Lambda Chapter
Anthropology Student Association	Finance Club
Arts and Sciences Student Council	Flying Cardinals at U of L
Asian American Association	French Club
Association of Black Students	Future Scholars
Bahai Club	Geography Club
Baptist Student Union	Global Justice
Bass Association of the University of Louisville	Golden Key International Honor Society
Beta Theta Pi	Graduate Association of Professionals in Student Affairs (GAPSA)
Big Brothers Big Sisters Club	Graduate Student Council
Biology Graduate Student Association	Greeks Advocating for the Mature Management of Alcohol-GAMMA
Biology Undergraduate Student Association	Harlan Scholars Program
Biomedical Engineering Society	Health Sciences Club
Black Bio-Medical Graduate Student Association	Honor Volunteer Program
Black Diamond Choir	Humanities Undergraduate/Graduate Organization (HUGO)
Black Graduate Student Association	Ice Hockey Club at U of L
Black Law Student Association	Impact Ministries
Black Students in Psychology	Indian Student Association
Black Student Nurses' Association	Institute of Electrical and Electronics Engineers
Bonner Leaders of the University of Louisville	Institute of Industrial Engineers
Brandeis Equal Justice Society	Integrated Communications
Campus Crusade for Christ	Interfraternity Council
Cardinal Anime Club	International Association of Jazz Educators
Cards for Christ	International Trumpet Guild
Caribbean Association for Students	InterVarsity Christian Fellowship
Catholic Campus Ministry at U of L	Iranian Student Organization
Chemical Engineering Graduate Student Association	Justice Administration Club
Chemistry Graduate Student Association	Kappa Alpha Psi
Chi Alpha	Kappa Delta
Chi Epsilon	Kappa Kappa Psi
Chi Omega	
Chinese Student Scholar Association	
College Democrats	
College Republicans	
Collegiate 100	

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Kappa Sigma	Sigma Delta Pi
Kent School Student Association	Sigma Gamma Rho
Kentucky Equine Education Project	Sigma Kappa
L-Raisers	Sigma Phi Epsilon
Lacrosse Club at U of L	Society of Automotive Engineers
Lambda Chi Alpha	Society of Physics Students
Lambda Law Caucus	Society of Porters Scholars
Lambda Pi Eta	Sigma Alpha Epsilon
Latter Day Saint Student Association (LDSSA)	Sigma Chi
Louisville ASL Association	Sigma Delta Pi
Louisville Cardinals for Life	Society of Undergraduate Chemistry Students
Louisville Clarinet Society	Society of Automotive Engineers
Louisville Somali Student Association	Society of Physics Students
Lutheran Campus Ministry	Society of Porter Scholars
McConnell Scholars	Society of Undergraduate Chemistry Students
Master of Public Administration Society	Society of Women Engineers
Metro Rotaract Club	Spanish Club
Minority Association of Pre-Med Society	Speed School Student Council
Moot Court Board	Sports Administration Club at U of L
Mortar Board Senior Honor Society	Sports Management Research Team (SMART)
Motivated Outstanding Volunteers Emulating Diversity	String Organization of U of L
Music Therapy Organization of Uof L	Student Art League
Muslim Student Association	Student Bar Association
National Association of Black Accountants (NABA)	Student Marketing Association
National Flute Association of U of L	Student National Coordinating Committee
National Pan-Hellenic Council (NPHC)	Student National Medical Society
National Society of Black Engineers	Student Organization for Alumni Relations
National Society of Collegiate Scholars	Student Paralegal Association
Omicron Delta Kappa Honor Society	Student Sales Network
Order of Omega	Student United for Peace and Justice
Pagan Student Union	Studio Theatre
Panhellenic Council	Tae Kwon Do Club
Percussive Arts Club	Tau Beta Sigma
Phi Alpha Theta-Nu Xi Chapter	Tau Kappa Epsilon
Phi Delta Epsilon	The Angels Organization
Phi Delta Theta	The Giles Corey Press
Phi Eta Sigma	The Impact Movement
Phi Kappa Tau	The Redshirt Company
Pi Alpha Theta	Thoroughbred Racing Club
Pi Beta Phi	Thurgood-Marshall Pre-Law Society
Pi Kappa Alpha	Triangle
Pi Tau Sigma	Trombone Association of U of L
Planning Student Organization (PSO)	UL-Timate (Ultimate Frisbee Club)
Pre-Dental Society	Undergraduate Students Helping to Recruit UNICEF-UL
Presbyterian Campus Ministry	University of Louisville Polo Club
Psi Chi	Urban and Public Affairs PhD Student Association
Resident Student Association (RSA)	Vietnamese Student Association
Rho Lambda Honor Society	Women's Law Caucus
Sculpture Club of the University of Louisville	Zeta Phi Beta
Sigma Alpha Epsilon	
Sigma Chi	

## Section 2.02

**Campus Life Awards**

Application packets for the 2006 Campus Life Awards will be available beginning **February 6<sup>th</sup>, 2006** in the Office of Student Activities (W301), Campus Life Office (W302), and online at <http://campuslife.louisville.edu/sac/> All applications are due no later than 4:30 PM on **March 6<sup>th</sup>** in the Campus Life Office (W302). Awards will be presented **April 11<sup>th</sup>** at 12:15 PM, in the Red Barn.

**Please visit W301 SAC after February 6<sup>th</sup>, 2006 to pick up the updated award descriptions and applications for 2005. The awards are reviewed and subject to change on a yearly basis and the descriptions listed below are based on the 2005 Campus Life Awards.**

**Spirit of CARDSS Recognition Awards**Suggested questions to answer for the Spirit Awards:

- How has this organization promoted the ideals of community, service, academics, social justice, multiculturalism and diversity that make it an asset to the entire University community?
- Has the individual, student group, or student organization completed any leadership training that can be documented?
- How does this individual, student group, or student organization stand out from other similar groups on campus?
- How has this individual, student group, or student organization helped to build a community of trust and acceptance?
- Is this student organization, student group or individual student in satisfactory standing at the University?

***Spirit of Community***

Student organizations, student groups or individual students that can demonstrate a focus on the effort to create a better University of Louisville community through their marketing, programming, outreach, and/or community service are eligible to be recognized for the Spirit of Community Award. Please justify why this specific effort should be considered for this award. Explain how the campus climate has been affected by this organization, group or individual.

***Spirit of Academics***

Student organizations, student groups or individual students that can demonstrate a focus on academics, either by promoting workshops for University of Louisville students on academics, encouraging group study sessions, or conducting programs that focus on the quest for academic excellence is eligible to be considered for the Spirit of Academics Award. Explain how the campus climate has been affected by this organization, group or individual.

***Spirit of Respect***

Student organizations, student groups or individual students that consider respect to be at the forefront of their initiatives are eligible to apply for the Spirit of Respect Award. Respect can be defined as concern, regard, attention, and focus on the well-being of other individuals, University of Louisville community, or specific student groups and organizations. Specific examples must be included of “efforts of respect.” Explain how the campus climate has been affected by this organization, group or individual.

### ***Spirit of Diversity***

Student organizations, student groups or individual students whose programs or activities represent the ideals of diversity are eligible to be considered for the Spirit of Diversity Award. Diversity areas can include, but are not limited to, the following: race, religion, ethnicity, gender, sexual orientation, age, and students with disabilities. It is important to include documentation and other supporting material that effectively demonstrates the nominee's commitment to diversity. Explain how the campus climate has been affected by this organization, group or individual.

### ***Spirit of Service***

Student organizations, student groups or individual students that can demonstrate a commitment to service on the local, national, or international community are eligible for the Spirit of Service Award. A summary of what service was conducted as well as the number of hours of service must be submitted. A letter from the charity/agency describing the impact your group's service had on this organization is required.

### ***Spirit of Success***

Student organizations, student groups or individual students that have contributed to the success of or at the University of Louisville in the past year and can demonstrate such by programs, marketing, service, academics or other are eligible for the Spirit of Success Award. Submissions must demonstrate success and include all necessary supporting documentation. Explain how the campus climate has been affected by this organization or group or individual.

### ***Spirit of CARDSS Award***

Contenders for this award will be nominated by a Campus Life professional staff member. The *Spirit of CARDSS* is awarded to a student who exemplifies the spirit of what CARDSS stands for: Community, Academics, Respect, Diversity, Service and Success. Winners must have a 2.5 cumulative GPA or better, be a currently enrolled student at UofL, and be in good standing with the University. A signed grade release form must be attached to the application.

#### Criteria for the Spirit of CARDSS Award:

- Displays outstanding academic achievement.
- Demonstrates on-going flexibility, initiative, creativity and perseverance in efforts.
- Makes a meaningful contribution to students, the University, and surrounding communities.
- Values and works well with differences.
- Includes other organization/department members in planning and implementing events.
- Inspires others.
- Is able to articulate and share a vision.
- Motivates the group.
- Is willing to address existing problems and values feedback from others.
- Makes him/herself available to group members and students.
- Brings out strengths and talents of individual group members and students.
- Is committed to working with and for others. Must have a 2.5 GPA or better, be a currently enrolled student at UofL, and be in good standing with the University.
- How does this student represent Community, Academics, Respect, Diversity, Service and Success in a way that distinguishes him/her from others?

## Campus Life Awards

### Suggested questions to answer in your application form:

- How has this program contributed to a better living and/or learning atmosphere for the community it was meant to target?
- What makes this program different from others that qualify for the award?
- How many students were affected by this program? And how?
- Student organizations, student groups or individual students must be in satisfactory standing at the University.

### ***Outstanding Entertainment/Social Programs***

Criteria: The program enhanced the University community and institutional values by utilizing a different and creative approach. The program explored and fostered innovative and efficient ways of reaching and involving student audiences. Events where the primary focus was the consumption of alcohol will not be considered. Please share overall impact on audience based upon event evaluations and/or observations.

### ***Best New Program/Initiative***

Criteria: Program enhanced the University community and institutional values by utilizing a different and creative approach. The program explored and fostered innovative and efficient ways of reaching and involving student audiences. The program or initiative must have taken place for the first time between March 1, 2005 and March 1, 2006. The Program/Initiative will be judged on criteria including, but not limited to: creativity, general appeal, or impact on the University or community.

### ***Collaboration Award***

Criteria: Address the qualities brought to this collaboration from each group that made it successful. The efforts must be well documented and an evaluation/signature by the leader of each participating organization must be submitted. Supporting documentation should include title, date, target audience, a brief description of the program/event, and examples of when and how the organizations worked in unison.

### ***Outstanding Advisor of the Year***

Criteria: A volunteer advisor of a U of L student organization/group who has demonstrated a high level of commitment to the goals of the organization or group, support for the growth of its members, or provided continuity to the organization or group through transitions in leadership or membership. Address what personal qualities make this person an outstanding advisor. Illustrate these characteristics by describing a particular situation in which this person demonstrated that they: allowed students to take responsibility for their own learning and understanding of the organization while providing advice, encouragement and support; conveyed ethical values, related to different students and student groups; made himself/herself available; was approachable and open to new ideas; valued student input; utilized different and creative approaches to educating and assisting members; and served as a positive role model.

***Outstanding New Organization***

Criteria: A U of L student organization or group that has been in existence less than three (3) years and has demonstrated leadership potential and/or had a positive impact on the University or community. Organizations recognized previously for this award may not be considered. Address how this new organization is a particular asset to the university or fills a need at U of L. State the number of active members in this group. State how this group made a meaningful contribution to students, to the University or surrounding communities.

***Outstanding Student Organization of the Year***

Criteria: Include documentation and other supporting materials, which effectively demonstrate the organization's commitment to excellence. The organization must not have been a recipient of this award in 2005. Please include documentation and other supporting materials such as:

- Newspaper/media coverage
- Program evaluations
- Impact on the U of L community
- Leadership training completed – certificates, transcripts, etc.
- Copies of local, regional, state, national and international awards and recognition earned

Demonstrate that this organization: makes an impact on the community it serves; displays flexibility, initiative, creativity and perseverance; makes a meaningful contribution to students, the University or surrounding communities; resents a variety in programming and works with other organizations to enhance organization's goals.

## SECTION 3.00 CAMPUS RESOURCES

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Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

**Section 3.01  
Application for Office Space in the SGA Student Involvement Center –  
Houchens Building  
Sample Form**

**Application Deadline: Friday, April 14, 2006  
Applications may be picked up in the SGA office, SAC W301**

Purpose of this application:

The purpose of this application is to determine the need for office or storage space for Recognized Student Organizations (RSO's). The Chairpersons of the SGA Student Organizations Board, the Advisor of Recognized Student Organizations, and the Director of the Student Activities Center, along with two student members of the Recognized Student Organizations, will review these applications and make recommendations for space allocation based on the need for space. Organizations receiving space will sign a one-year usage agreement prior to the time of occupancy.

The organization must be a Recognized Student Organization under the guidelines of the Student Government Association (SGA). Organizations cannot request space if they have five or fewer members or if they are currently on "suspension" with the SGA Student Organizations Board.

**General Information:**

a) Name of Recognized Student Organization (RSO)

---

b) Mailing address of organization

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c) Telephone number of organization

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d) Please list the names, email address, and telephone number of all officers. Attach a sheet if necessary.

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e) Please attach a current membership roster.

f) Name(s), business and home address, phone number and email address for organization's advisor(s).

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Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.



**Agreement**

We hereby agree that we accept this application and the contents therein as an appropriate method to determine the allocation of space. We hereby further agree that all the information provided in this application and attachments is accurate and true.

We also agree and understand that any information provided in this application and attachments that is not accurate and true may result in the removal of this application for space, and may affect present and future space allocation.

Please note the respondent must reproduce the following signature lines and dates as indicated in the application.

\_\_\_\_\_  
Signature of RSO President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of RSO Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Executive  
Vice President of SGA

\_\_\_\_\_  
Date

Applications will be placed in all RSO mailboxes or they can be picked up from W301 of the Student Activities Center. Please return them to W301 or mail them to Joni Burke, Advisor to RSO's, Room W301 SAC, University of Louisville, Louisville, Kentucky 40292 **by Friday, April 14, 2006.**

## Section 3.02

### Tips for Requesting/Using Space on Campus

#### 1. KNOW WHAT YOU WANT BEFORE YOU ASK

Be sure you have ALL of your information together before you call to reserve space. This includes the type of event, time, number of people, setup, and special needs. Having all of this information together before you ask will speed up the process and insure that you are able to get what you need. Please call well in advance of the event. The "Request for Use of Campus Grounds" may be required by some Facility Schedulers.

#### 2. MATCH YOUR NEEDS TO THE FACILITY

Please be sure that the facility you request is the right size to accommodate your event. Patrons do not enjoy SRO (standing room only), and a meeting for 25 is dwarfed in an auditorium. Calling well in advance can solve this problem most of the time.

#### 3. BE AWARE OF ALL POLICIES AND RESTRICTIONS

When reserving a facility, be sure that you are knowledgeable about any and all policies and restrictions concerning the use of the facility. Not only will this help your event go more smoothly, but it can help prevent awkward situations from occurring the day of the show. Likewise, respect all policies and restrictions. Remember, your group's image is often formed by the respect they show for facilities and the policies and restrictions that go with them. When you disregard or violate these policies and restrictions, your group (and other student groups as well) may be prohibited from reserving that particular facility, or other facilities, in the future. Open flames, such as candles, are not allowed. Alcohol is not allowed without proper procedures.

#### 4. CONFIRM YOUR RESERVATION

When your group is having a special or big event, confirm your reservation a week or so prior to the event. This can prevent embarrassing or awkward situations, and gives the scheduler the opportunity to double-check your arrangements and inform you of any problems and/or changes. It is very important to keep your copy (receipt) of your reservation. It will be needed if there are any problems.

#### 5. ENTRANCE TO THE FACILITY

Please make sure when you reserve a facility that you fully understand the arrangements for entrance to the facility. Be sure that someone (preferably the person who scheduled the event) checks the facility about fifteen minutes prior to usage to make sure the facility is open. This gives you time to **call 852-6111 or DPS** to get the facility open. If in the Student Activities Center (SAC) or Red Barn, contact the Student Activities Office at **852-6691** or page the Manager on Duty at **891-5498** after hours.

#### 6. DETAILS

Please pay careful attention to details; they can determine the success of most programs.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

## 7. PUBLICITY

Be sure and get your publicity out early. Make sure the information regarding publicity is correct and tells patrons what they need to know. Be sure to post publicity correctly so that your hard work and efforts do not go to waste when illegally posted publicity is torn down. Also, use all of the University publicity available to you. The best way to do this is to complete a form requesting marketing services from the Student Government Association in SAC W301. Services can include the following: flyer designs, publicity on the electronic boards, and publicity in the SGA "Livewire" page of *The Cardinal* newspaper. RSO's may also submit information to be included in the University calendar by e-mailing [janene.zacccone@louisville.edu](mailto:janene.zacccone@louisville.edu). All requests must be submitted in writing. Target Vision and publicity on the electronic boards can be requested through Student Activities.

## 8. PARKING

Do you have special parking needs or are there a lot of off-campus people coming to your event? Don't leave parking to chance. Contact **Laura Lutts of DPS Parking at 852-7275 or [LaLutt01@gwise.louisville.edu](mailto:LaLutt01@gwise.louisville.edu)** to make arrangements for special event parking. Again, plan for parking early as space disappears quickly.

## 9. SETUP

If your event needs special setup, make sure you have made arrangements for that. Go early to the facility and double-check the setup so that you have time to make adjustments if necessary. It also helps to use diagrams when possible. This helps the setup person know exactly what you want, where you want it, and prevents you from having to completely set up the room when you get there. Last minute changes may increase your costs for the facility.

## 10. FOOD

If you are serving food, make sure that all of your food arrangements are taken care of well in advance. Be sure that every part is covered from setup, to menu, to service, to cleanup. Be sure that the price covers EVERYTHING so you won't have any last minute surprises. Check with the facility scheduler to make sure there are no restrictions concerning food in the facility. The University caterer is Chartwells and can be reached at **852-8315**.

## 11. CLEANUP

Be sure all of the cleanup arrangements are taken care of well in advance. Failure to clean up can result in additional charges and/or the inability to schedule the facility again. Again, check with the facility scheduler to see if there are any special details that pertain to cleanup.

## 12. AV EQUIPMENT

If your program needs AV equipment, ask the scheduler about what is in the facility. Chances are good that you will have to go through the **Instructional Communications Center at 852-6465** or <http://louisville.edu/it/itis/media/belknap-media.html> to take care of your needs. 48 hours notice is required for all AV requests. Be sure that you know exactly what you need. This will help the people at IT serve you and keep your cost down by getting only necessary equipment or services. (See the "Instructional Communication Information" later in this manual for more detailed information.)

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

### 13. DAY OF EVENT

Please take care of any last minute details and make sure the facility is open and the setup is correct. The earlier you check these items, the more time you will have to find solutions, if you have any problems.

### 14. CLEANUP/FOLLOW-UP

Be sure to follow through on the cleanup. There may be another user coming in right behind you; if you were in their position, you would appreciate it if the group before you cleaned up after itself. Also, does anything need to be returned? Take care of those things immediately, so your group has a good image. Please take time to follow up. Were there any problems in using the facility or were things not as they were supposed to be? Let the scheduler know immediately after the event so that steps can be taken to remedy the situation as quickly as possible.

### 15. LIABILITY

Please be aware that your group is liable for all guests and members attending your event. Be advised that the individual or group listed as reserving the space is responsible for any and all damages to the Student Activities Center caused by their members or guests.

<u>FACILITY</u>	<u>PHONE #</u>	<u>FACILITY SCHEDULER</u>
Playhouse	852-7926	Gary Brown
Intramurals	852-6707	David Hatfield
Dental School	852-5696	Greg Crawford
Medical School	852-5696	Greg Crawford
Music School	852-4194	Angela Keene
School of Education	852-5597	Janet Spence
Law School	852-6361	Rita Siegwald
Business School	852-4784	Greg Pollard
Speed School	852-6280	Paula Murphy
Chemistry Building	852-8150	Susan Dewitt
Nursing	852-5696	Greg Crawford
International Center	852-6602	Sharolyn Pepper/Beverly Cooper
Vogt Building	852-7599	Teresa Rohr
Student Activities Center	852-6691	David Shaw/Albert Burton/Kenny Quisenberry
Red Barn	On-line Reservation:	<a href="mailto:SACRES@louisville.edu">SACRES@louisville.edu</a>
Ekstrom Library	On-line Reservation:	<a href="http://library.louisville.edu/main/roomreserve.html">http://library.louisville.edu/main/roomreserve.html</a>
Other Classrooms	852-6180	Marcia Reed

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

### Section 3.03

#### Regulations Concerning the Use of University Facilities by RSO's

1. Reservations for space in the Student Activities Center and the Red Barn may be made through the **Student Activities Department at 852-6691**, Monday through Friday, excluding University Holidays. Reservations will be taken up to six months in advance. Reservations should be made at least seventy-two hours (four working days) in advance for all Meeting Rooms and the Atrium (located on the first floor of the SAC, outside of the bookstore). Reservations can be made on the online form at [SACRES@louisville.edu](mailto:SACRES@louisville.edu) .

Reservations should be made at least twenty-one working days in advance for the Red Barn, Floyd Theater, West Plaza, Cafeteria, and Multipurpose Rooms unless otherwise noted. Student Activities will take reservations past the above times only in special cases or emergencies as approved by the Assistant Director for Student Activities Facilities.

2. The individual or group listed as reserving the space is responsible for any and all damages to the Student Activities Center caused by their members or guests.
3. Nothing may be attached to the walls, ceilings, or floors of the Student Activities Center without prior written permission from the Assistant Director for Student Activities Facilities.
4. Reservations are not transferable, nor may an individual or group turn over a reserved facility for use by another individual or group.
5. Individuals or groups are to use the reserved space only. If an individual or group finds that the space is not adequate, they should contact the Manager on Duty who will try to accommodate their needs.
6. Furnishings are not to be removed from any rooms without prior written permission from the Assistant Director for Student Activities Facilities or the Manager on Duty. If furnishings are removed or changed around without permission, a fee may be assessed to the group/department responsible. This includes tables, chairs, podiums, plants, couches, etc.
7. Individuals or groups must follow all Fire Marshal Orders and University Regulations, including occupancy limits, access to fire exits, and room setups. Pets and the use of open flames are prohibited at any time in the facilities. Those individuals or groups not following these orders may have their event shut down immediately and may also face future sanctions concerning usage of facilities in the Student Activities Center, the Red Barn, or any facilities/areas connected with the Student Activities Center. It is the responsibility of the requesting individual or group to be aware of all Fire Marshal Orders and University Regulations. The Student Activities Center will set up rooms as approved by the Fire Marshal. Requesting individuals or groups are required to check with the Manager on Duty prior to rearranging any room setup. If in doubt about their compliance with any portion of this section, the individual or group should contact Student Activities or the Manager on Duty. Service animals are allowed at all times.
8. Individuals or groups must follow all plans for security and crowd control as required and approved by Student Activities. Failure to follow those plans may result in the event being canceled or shut down.

9. Extended or alternative hours other than posted building hours for reserved space must be requested in writing to the Assistant Director for Student Activities Facilities at least twenty-one working days in advance of the event. If approved, the time designated is the time at which the Student Activities Center will be closed and the doors locked. Therefore, events must end early enough so that all persons will be out of the building by the designated closing time. In addition, the individual or group will be responsible for any charges for having the building open earlier or later, such as fees for the Manager on Duty or Security.
10. Individuals, groups, and University departments are encouraged to notify Student Activities of cancellations as early as possible so that the space may be used by others. Individuals and groups are required to notify Student Activities of any cancellations at least 48 hours in advance. Reservations that are not canceled result in unnecessary work and prevent other people from using the space. The individual, group, or University department may be prohibited from reserving space in the Student Activities Center or Red Barn for a period of six months, may result in cancellation of all current reservations, or other sanctions if continually abused.
11. Individuals or groups desiring to use public facilities in the Student Activities Center not under the normal reservation list, such as the Atrium, should make a detailed, written request to the Assistant Director for Student Activities Facilities at least fifteen working days prior to the event. The written request should include a complete description of the event including schedule, setup, anticipated crowd, and purpose. The individual or group reserving the facility will be responsible for any and all charges associated with the event. It should be understood that these areas are primarily public areas and that permission to use them for a meeting or event will be granted on a limited basis.
12. Any deviations from the sections in this manual must be approved by the Assistant Director for Student Activities Facilities.
13. To keep facilities from being over-utilized by certain individuals or groups, RSO's and University Departments or Units may not reserve the Red Barn, Floyd Theater, or Multipurpose Room more than once per month or eight times per year for events other than meetings. Affiliated Organizations and Other Sponsored Groups are limited to once per month or four times per year. To keep information tables from being over-utilized by an RSO or University Department, only one reservation table per lobby area per day will be accepted.
14. Deposits may be required for certain events. Anytime a deposit is required, a full refund will be made if the event is canceled at least five working days in advance.
15. Groups using the Floyd Theater or any other facility to show films must abide by all copyright laws. The group must have public performance rights to show films. These usage fees are considerably more expensive than renting the film at a local video rental establishment.
16. Security and Crowd Control workers must wear proper identification when working the event.

17. Student Activities has the right to cancel meeting reservations in the Floyd Theater for groups wanting to use the venue for workshops, lectures or film presentations. Student Activities will attempt to find the displaced group another venue, but is no obligation to provide one.
18. No sales may take place in the Student Activities Center or Red Barn without the prior consent of the Assistant Director for Student Activities Facilities. See Section 5.04 for details.
19. No “For-Profit” (i.e. credit card companies, ticket sales, phone cards, cell phone and pager companies, etc.) groups may set up in the Student Activities Center or Red Barn without approval from the Assistant Director for Student Activities Facilities. Any co-sponsorship should be approved by the Assistant Director for Student Activities Facilities two weeks prior to the event. See Section 5.04 for details.

## Section 3.04 Printing Services

### CopyIt Centers

Burhans Hall, Room 205, Shelby Campus	852-7675
Ekstrom Library, 1 <sup>st</sup> Floor	852-2946
Health Science Center, Room B232A	852-7494
School of Education, Room 123A	
Miller IT Center	852-4943
Grawmeyer Hall, Room 107	852-6133

There are numerous locations on campus where photocopying can be done at very reasonable prices. You may check with your dean/department head to see if a machine is available for council use nearby your council office.

### **Health Science Campus:**

HSC Copyit 852-7494  
(Preston Street Overpass)

**DO NOT GO OFF CAMPUS FOR DUPLICATION SERVICES AND EXPECT TO BE REIMBURSED IF YOU ARE USING UNIVERSITY ACCOUNTS OR FUNDS.**

### **Design and Printing Services:**

Miller IT Building Room 43  
Customer Service 852-6661  
Fax 852-7292  
Website: <http://www.louisville.edu/it/uoflprint/>

Design and Printing Services offers a full range of offset and digital printing, copying, and publication services, including layout and graphic design, print and copying, and binding services. Seven copy centers (CopyIT) locations provide photocopies, high-speed duplicating, and document preparation services with a wide variety of finishing options. In addition to copy service, the centers support and distribute Classpaks and provide copyright clearance.

## Section 3.05 Postal Services

### Campus Mail

Campus mail should be separated from outgoing mail that requires postage. Otherwise, this could slow down the processing and delivery of mail on campus.

Two or more pieces of campus mail going to the same department should be banded together.

- Outgoing mail requiring postage must have a metercard with a valid speedtype attached.
- Envelopes must be sealed or have flaps folded into the envelopes. Outgoing mail requiring postage may be sealed by Postal Services if the flaps are left up.
- Please allow two (2) working days from receipt in Postal Services for processing campus mailings of 200 or more pieces.
- Note - Postal Services delivers mail by the department address, not the individual's name.
- Delivery delays occur when the department on campus is not stated. Please do not use acronyms (initials).
- Only University business is transacted through interdepartmental mail – campus delivery is not for personal use.
- Chain letters are an improper use of campus mail, as well as a violation of University and postal regulations.
- Campus addresses for mass campus mailings are maintained on the Personnel/Payroll system. Personnel should be notified regarding any changes in your campus mailing address.

Ownership of mail addressed to the University is the University's -- not the individual's -- and is therefore directed to the department addressed. It is the responsibility of the department to forward mail when appropriate.

### Delivery

The University is assigned a unique zip code with the United States Postal Service. University Postal Service then sorts and delivers all mail to the department addressed at the designated mail stop. Departments receive mail delivery once a day, at which time any outgoing department mail is picked up.

Special delivery schedules are followed during holiday seasons and at other key times. Please check Postal Services Web Pages <http://www.louisville.edu/admin/postal/posthome.htm> for special holiday delivery times.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

**Addressing**

The USPS requires the following format for incoming university mail:

Individual's Name (Attention Line – Optional)  
Department Name  
University of Louisville  
Louisville, Kentucky 40292

A few departments on the outlining areas of Belknap Campus and the Health Science Center complex receive street deliveries and use a street address and have the appropriate area zip code.

As a unique zip code holder, the University cannot use street addresses on the 40292 mail.

Mail delays occur when correspondence contains an incorrect zip code or no department name.

**Personal Correspondence:**

The University address should never be used for personal correspondence or private business. All personal mail must be directed to your home address. Only students who live in campus housing and have a box with Postal Services may receive personal mail.

**Other Services**

University Postal Services offers services at retail counters in the Houchens and Commons Buildings. Small stamp purchases, and weighing and posting of personal mail are some of the personal services offered. USPS drop boxes are at various locations on each campus. A stamp machine is located on the lower level of the Student Activities Center.

The Permit Center offers departmental services to assist in mailing preparation. Small fees are charged for services, including: folding, stapling, labeling, inserting, and completing bulk mail preparation. If your organization desires to use the University's bulk mailing permit (and you plan to mail 200 or more identical items), please call the **Advisor to Recognized Student Organizations at 852-0316** for rates and an information sheet.

## Section 3.06 Telephone Access

If you have a telephone in your office, one of the first charges deducted automatically from your budget is the annual base charge for the telephone.

Should you have a long distance access number, the best possible rate is obtained when the call is placed, and your account will be billed accordingly. Always keep a log of your calls so that when the monthly statements come, you are able to check all calls. If you have any questions, please call **Information Technology/Communications Services** at **852-5145**. Also, never reveal your access code or share codes.

Local directory assistance calls can be made from all University phones. However, there is a per call charge for each information call. Therefore, please discourage use of your phone for this purpose.

Always make certain that phone directories are available for use. Contact **SGA (852-6695)** for student directories. Faculty/staff information can be obtained from Groupwise. Contact the **University Post Office (852-6699)** for white and yellow pages.

If your organization desires to obtain phone service for your office, you are expected to pay the installation fee and annual base charges for the year up front. If you share an office with another RSO, you should consult the other organization about sharing the use and costs of phone service. Call the **Advisor to Recognized Student Organizations** at **852-0316** regarding current rates and obtaining service.

If you have any questions, please call **IT/Communications Services** at **852-5145**.

**Section 3.07****Louisville Cardinal (Location – Houchens Building, Lower Level)**

Editor -in -Chief	852-0663
Business Manager	852-6727
Advertising Manager	852-0701
News Department	852-5894
Sports Department	852-0668
Focus Department	852-0666
Photo Department	852-0669
Fax	852-0700

Every week, *The Louisville Cardinal* covers news that University of Louisville students want and need to know. From articles about the latest tuition increases, to music and movie reviews, to U of L football and basketball, the Cardinal is there. Students are not the only members of the U of L community who read The Cardinal; faculty, staff, and administrators all look to the paper for thorough examinations of the decisions affecting their careers. The Cardinal provides the primary forum for all student, faculty, and staff concerns.

*The Louisville Cardinal* offers a variety of services for RSO's such as advertising, event coverage, and press releases. If you are inexperienced in newspaper advertising or unsure what you want your ad to look like, *The Louisville Cardinal* can design an attractive and eye-catching ad for you. With thousands of different types, styles, graphics, and illustrations at their disposal, they can create a thoroughly professional ad at a fraction of what an advertising agency would charge.

Please call *The Louisville Cardinal* Office for a listing of prices and other services offered.

## Section 3.08

### Information Technology/Instruction Technology/Instructional Support

Instructional Technology/Instructional Support (IT/IS) provides instructional technology services and consultation in the application of technology to the instructional, research, and service programs of the University.

Services are available through IT/IS Media Support Services at the Belknap Campus and IT/IS Media Support Services at the Health Science Campus. Services are also provided to the Shelby Campus and other U of L program locations.

Contact IT/IS for any of the following: audiovisual equipment, satellite teleconference services, telecourses, and media room scheduling.

#### IT/IS can be located on the Belknap campus at:

Strickler Hall, 105                    **852-6465**  
**Hours:**                            Monday – Friday                    7:30 AM - 9:00 PM  
    Saturday                                8:30 AM – 12:00 PM  
    Please call for summer and intersession hours.

#### IT/IS can be located on the Health Science campus at:

Instructional Bldg, B224                    **852-7476**  
**Hours:**                            Monday - Friday                    7:30 AM - 5:00 PM

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### Instructional Technology/Instructional Support

#### Recognized Student Organization Equipment Loan Policy

#### Who May Order Equipment:

Any Recognized Student Organization (RSO), currently recognized by the Student Government Association, may order equipment and services at current rental rates. Equipment and services are available on a first come - first serve basis for use on or off campus only after all IT/IS commitments to instructional and administrative requests have been met. Consumable supplies will be billed at cost.

#### Restrictions:

IT/IS reserves the right to refuse requests for equipment and/or services which in the considered opinion of legal counsel would violate the laws of the Commonwealth of Kentucky, or infringe upon any existing copyright, trademark, or patent. IT/IS further reserves the right to refuse request for equipment and/or services to any RSO which has damaged equipment or misused services and has not satisfied the cost of this damage or misuse or which has failed to pay rental rates.

#### How To Order Equipment:

Place orders using the IT/IS Media Support miniform in person at Strickler Hall, Room 105, or at <http://academictechnology.louisville.edu/instructionaltechnology/> no less than two working days in advance of need. Equipment will be released to the RSO only when the required signature is secured and upon identification as confirmed by a current student ID card. Equipment rental rates must be paid by the organization at the time the equipment is checked out or as otherwise agreed upon.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

Payment should be made by check or may be billed to a University speedtype. When using a University speedtype, the organization must have the authorization of the account holder before equipment will be checked out.

**Loan Period;**

Equipment is loaned a day at a time as available at the daily rental rate. The maximum loan time is one seven (7) day week. Loans may be extended by phone only one time. Subsequent requests must be made in person. All extensions are subject to current needs for equipment.

**Overdue Charges:**

Equipment returned late is billed at the per-day rental rate for each item not returned on time. Failure to pay late charges will result in suspension of services to the organization.

**Equipment Operators for Special Equipment/Facilities:**

Occasionally, sophisticated equipment to meet a particular need may require a Multimedia Technician to set up and/or operate. Service to programs requiring or requesting IT/IS Media Support Multimedia Technicians will be billed at established labor rates from a minimum of \$35.00 per hour to a maximum rate of \$50.00 per hour, depending on the day of week and time of day. Service provided for off-campus programs requiring the use of an IT/IS vehicle will be charged an additional \$35.00 per day for the vehicle.

The RSO assumes all responsibility for cleanup of facilities while in their use and security for all equipment while in their use.

## Section 3.09 University Catering

**Catering** is defined as the service of providing food or refreshments for official business or social functions of the University or an affiliated organization.

**University Premises** is defined as any property owned, occupied, or under the control of the University of Louisville or an affiliated organization.

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### **It is the responsibility of the University Unit to:**

Select and reserve the space of the location to be used, clearances, or services from University units (DPS, Physical Plant, Printing, Insurance & Risk Management, etc.).

Select the Caterer; specify the menu, seating and serving protocol, **date** and time of service, and access to the premises by caterer and guests.

Comply with all University or governmental regulations pertaining to the service of alcoholic beverages.

Obtain prior issuance of the appropriate purchasing document to support the subsequent payments that will be required. Small, Standing, or Blanket Purchase Orders may be used with Food Service Firms which have established contracts with the University for on-campus services. Please be aware that the caterer is **not** responsible for obtaining tables and chairs. These should be obtained through Physical Plant and be correctly set up prior to the arrival of catered delivery. If there are any questions, please contact the **Department of Purchasing (852-6247)**.

Make the necessary arrangements to clean up the premises and return them to the originally received condition. The cost of any repairs which are necessitated by the conduct of the catered event shall be the responsibility of the unit. Purchase cards may also be used.

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**Food Services, Catering Services Center**

**852-8315**

**SECTION 4.00**  
**STUDENT GOVERNMENT RESOURCES**

<b>SECTION NUMBER</b>	<b>SECTION TITLE</b>	<b>PAGE NUMBER</b>
4.01	SGA Services	36
4.02	Senate Appropriations Committee	37
4.03	Student Activities Board	38

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

## Section 4.01 SGA Services

Please contact 852-6695 for more information about any of the SGA services listed below.

### Telephone Directory

Telephone directories containing a listing of students' home phone numbers and addresses are available in the Student Government Office in the SAC, W301.

### Cardinal Corner Game Room

SGA helps support the Cardinal Corner featuring pool tables, video games, and much more. Stop by before, between, or after classes, and bring a friend. It is located in the SAC West Wing near the Floyd Theatre. Call 854-1494 for more information.

### Student Activities Board (SAB)

The SAB programs events that include Red Barn concerts, comedy shows, Floyd Theater movies, special events, Homecoming events, lectures, and diversity events. Call 852-6691 for more information about SAB.

### Typewriters

Typewriters are available in the SGA ACCESS office in Davidson Hall.

### E-mail Terminals

E-mail terminals are set up around the SAC, as well as in the Houchens Building. These provide a great way to communicate with RSO members and the Student Government Association.

### Electronic Sign Board

All Recognized Student Organizations (RSO's) have access to the electronic signboards located in the SAC. Please contact SGA at 852-6695 for more information

### Television Lounge

Televisions can be found in the SAC West Wing near the Floyd Theatre in W306C.

### DVD's

DVD's are available for rent from the 2<sup>nd</sup> floor of the Ekstrom Library in the Media Department. A Student ID is required for video rental.

### SGA Marketing Department

This service was created for all RSO's to assist in publicizing events. Contact the Public Relations Director at 852-6695 for additional information.

### Annual Block Party

During Homecoming Week, SGA supports a pep rally and block party for all students. Students, this is a perfect time to show your school spirit while enjoying free food, drinks, and music!

### SGA ACCESS Office

The SGA ACCESS Office is located on the first floor of Davidson. It offers study rooms, a small computer lab, e-mail terminals, typewriters, coffee, I.D. validation, and various other services. Please contact the SGA ACCESS office at 852-7070 for additional information.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

## Section 4.02

### Senate Appropriations Committee

The Appropriations Committee (AC) of the Student Senate hears requests made by RSO's. In order to be placed on the agenda, the proper forms must be filled out and returned to SGA by the meeting's deadline date. The forms are available in the SGA Office. The AC evaluates the request to ensure that it will best serve the needs of the student body, and then makes a recommendation to the Student Senate. Any group that is approved for funding by the AC must attend the following Senate meeting.

#### **Funding:**

The Project Fund is administered by the Student Senate through the AC. This fund is for new projects and cannot be used for administrative costs (supplies, computers, etc.) and/or social events (picnics, dances, etc).

The Travel Fund is available to help defer the cost of attending academic competitions and conferences. The fund cannot be used for field trips, social outings, etc.

The Speakers' Fund is also administered by the Student Senate through the AC. The Speaker's Fund is available to help defer the cost of honorariums for guest speakers and lectures brought to campus. It does not cover their travel expenses.

#### **Spending Guidelines:**

Spending guidelines are listed on the "Recommendation of the Student Appropriations Committee Form" that is given to an RSO after the Appropriations Committee makes a recommendation concerning the submitted request.

Please keep in mind that SGA funds are called "General Funds" and, therefore, certain local, state, and federal guidelines (in addition to campus policies) may apply. Please contact **Sheryl Meier** in the **Student Government Association Office (852-6695)** for more information.

Request forms are available in the SGA office, W301 in the Student Activities Center (SAC).

### **Section 4.03**

#### **Student Activities Board**

The purpose of the Student Activities Board (SAB) is to provide social, multicultural, recreational, and educational activities which are sensitive to and serve the needs of the entire campus and surrounding community, with an emphasis on the student body. Such activities include Floyd Theatre movies, Red Barn programs, comedy shows, daytime activities, concerts, lectures, diversity events, and Homecoming festivities.

Any student can become involved with the Student Activities Board, for its membership is open to all students of the University of Louisville. The Programming Board consists of the Executive Members which consists of seven chairs, seven vice chairs, the Student Government Association representative, and the General Board, which consists of the committee members and the volunteer staff. The Student Activities Center staff, and the Red Barn Alumni Association are ex officio, non-voting members. Student input is vital to the success of the Student Activities Board mission, so they encourage students to attend their weekly meetings.

The Student Activities Board is always looking for new volunteers. It provides an excellent chance to become involved in campus life and a chance to meet your fellow students and administrators. Programming events can be a lot of fun and an excellent chance to gain valuable experience. The Student Activities Board coordinates and produces all of its own events. Experience can be gained in the art of booking bands, comedians, and movies; balancing a budget; planning events; and working on technical endeavors.

If you are interested in becoming a part of the Student Activities Board or co-sponsoring an event with us, please contact us at **852-6691**, or stop by the Student Activities Center/Student Government Office (W301, SAC).

## SECTION 5.00 UNIVERSITY POLICIES AND GUIDELINES

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**Please note new policies and guidelines have been added to the manual.**

## Section 5.01

### Request for Use of University of Louisville Campus Grounds

PLEASE SUBMIT THE FOLLOWING INFORMATION VIA EMAIL TO:  
Larry Detherage: Director of Physical Plant, [jldeth01@gwise.louisville.edu](mailto:jldeth01@gwise.louisville.edu), 852-8185.

- Reason for request
- Name of Recognized Student Organization (RS O)
- Person in charge of event
- Address and phone number
- Area requested
- Beginning and ending time of event
- \*Expected crowd size
- \*Assistance needed from Department of Public Safety
- \*These pieces of information should be directed to Public Safety.

## Section 5.02

### University of Louisville (Uof L)

### Guidelines for Hosting Events with Alcohol for Student Organizations and Councils - Revised August 2003

#### GENERAL STATEMENT

If U of L students at least 21 years of age decide to drink alcohol, the University explicitly counsels only low-risk use and condemns the misuse and abuse of alcohol. The University of Louisville supports the following statements related to the consumption of alcohol by students:

1. It is acceptable not to drink alcohol and each individual should make a personal, informed choice, keeping in mind:
  - a) by law, you must be at least 21 years of age to drink alcohol,
  - b) if you are at least 21 years of age and choose to drink alcohol you should do so in a low-risk manner,
  - c) consumption of alcohol should not be the main focus of any event you attend.
2. Accurate information about the consumption of alcohol and alcohol assessment referral is available through the Counseling Center Office.

#### Guidelines For Hosting Events With Alcohol For Student Organizations And Councils

The following expectations apply to all U of L Student Organizations and Councils which sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate “student events” (activities, functions, parties, gatherings, etc.), ON CAMPUS including Papa John’s Stadium and the University Club (or at off-campus events sponsored by or funded in whole or in part by the University), where alcohol is served or consumed. Failure to observe these guidelines may result in disciplinary charges and sanctions against Student Organizations and Councils.

#### EVENTS MAY NOT BE SPONSORED IN ON-CAMPUS GREEK FACILITIES

**ALL GROUPS SHOULD TAKE NECESSARY PRECAUTIONS FOR OFF-CAMPUS EVENTS. THE UNIVERSITY STRONGLY ENCOURAGES STUDENT ORGANIZATIONS AND COUNCILS TO FOLLOW THE STEPS OUTLINED IN THIS DOCUMENT AS A GUIDELINE WHEN PLANNING OFF-CAMPUS EVENTS.**

The Assistant Vice-President for Campus Life or his/her designee will evaluate each case individually and will consider any significant circumstances. The following criteria are not exclusive, but are provided as a general guide for Student Organizations and Councils in determining “student events”.

- any event involving ten (10) or more members of a Student Organization or Council;  
or
- any event involving any combination of ten (10) or more members and non-members;  
or
- any event which may reasonably lead to or may be expected to cause a disturbance;  
or

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

- any event where a common source of alcohol (i.e. kegs, beer balls, party punches or their equivalent) is present (see Article 4.4)
- or
- any event which is advertised (by written or verbal means)

\*\* These guidelines currently do not apply to Organization-sponsored tailgates. These tailgates are expected to comply with Athletic policies on tailgating as well as local and state laws.

#### ARTICLE I. Alcohol Laws and University Rules

##### 1.1 **Everyone must obey all applicable laws and U of L rules pertaining to alcohol use. Specifically, you are reminded, it is illegal to:**

- a. **serve or furnish alcohol to a person(s) under the age of 21 or to any person(s) who is or appears to be under the influence of alcohol (impaired);**
- b. **drink in a place open or accessible to the general public such as streets, parking lots, sidewalks, public areas of campus, etc.;**
- c. **sell alcohol without a license;**
- d. **drive while under the influence of alcohol (impaired).**

#### Article II. Education Requirement

2.1 **The education requirement pertains to those Student Organizations and Councils that plan to serve or consume alcohol at ANY student event BOTH ON AND OFF CAMPUS. A list of scheduled Alcohol Awareness Programs will be sent to each Student Organization and Council at the beginning of the fall semester.**

2.2 **Groups who do not hold events involving alcohol may be granted exemptions to the education requirement. To be exempt from the education requirement an Exemption Request must be returned by the deadline established. The University, however, encourages all organizations to participate in these educational programs even if alcohol is not served at their events.**

2.3 At least two executive officers, one of whom must be the Student Organization/Council President or Social Risk Management Chairperson or their equivalents, must attend an alcohol education session specifically designed for Executive Officers. The President of the Student Organization/Council must sign an Acknowledgement and Review Statement indicating that the Alcohol Guidelines have been reviewed with the membership. The Acknowledgement and Review Statement must be returned by the deadline established annually. If executive officers do not meet the requirements listed above, no events involving alcohol will be approved.

In addition, eighty percent (80%) of new members of each Student Organization and Council must have documented attendance at one of the Alcohol Awareness Programs provided or approved by the Health and Education Coordinator annually. If a group does not meet the education requirement by the last Alcohol Awareness Program scheduled, no events involving alcohol will be permitted.

In situations where it appears impossible to adhere to the membership attendance requirements, a request for waiver of the requirement must be submitted to the Assistant Vice-President for Campus Life prior to the education program.

ARTICLE III. Event Notification and Supervision

- 3.1 The intent of these guidelines is to educate students about University expectations, to identify for the University any on-campus or University sponsored or funded student event involving alcohol, and confirm the presence of recommended precautions. All Student Organizations and Councils must send notification to the Campus Life Office regarding events where alcohol will be served or consumed. Event Notification forms are available from, and should be submitted to, the Campus Life Office, Room W302 Student Activities Center. Events occurring off campus which are not University sponsored or funded do not require registration with the Campus Life Office, provided the mandatory education requirement has been met.
- a. The Event Notification form must indicate the anticipated attendance and specific arrangements made for supervision and security at the event (see Article 3.2d for further information).
  - b. The Event Notification form must be submitted a minimum of fifteen (15) calendar days in advance of the event to the Campus Life Office. Events may be canceled or alcohol will not be allowed without proper notification. A maximum of four (4) forms may be submitted by a Student Organization or Council at any one time. If additional forms are submitted, they will not be approved.
  - c. Event notification forms must be signed by at least one approved advisor of each sponsoring/hosting Student Organization or Council.
- 3.2 Student Organization and Council officers and/or event organizers are responsible for arranging appropriate supervision and/or security for events where alcohol is served or consumed.
- a. Advisor/supervisor is defined as an individual who:
    - 1) is over the age of 23;
    - 2) is not currently an active member of the Student Organization or Council;
    - 3) is not an undergraduate student;
    - 4) has fulfilled all of the education requirements for advisors/supervisors including reviewing a packet of information on alcohol risk management, having received and reviewed the current copy of the Alcohol Guidelines, and having signed and submitted for file the required advisor/supervisor form documenting the above.
  - b. All Student Organization and Council events shall be supervised by one or more of the advisors/supervisors who have fulfilled the education requirements and have been approved by the Health and Alcohol Education Coordinator or the Assistant Vice-President for Campus Life or his/her designee. If it is determined that an advisor/supervisor has been ineffective

in the performance of his/her responsibilities he/she may be removed from the approved list by the Assistant Vice-President for Campus Life or his/her designee.

- c. At least one of the advisors/supervisors who sign the event notification form must be present during the entire length of the event. Advisor/supervisor substitutions are only made on an emergency basis and must be approved in writing prior to the event by the Assistant Vice-President for Campus Life or his/her designee.
- d. On-campus events involving 100 or more persons or open parties require that Student Organizations or Councils provide, at their own expense, supplemental security through the Department of Public Safety (DPS) (see 3.2e regarding additional security options). The Student Organization or Council must contact the Campus Life Office at least twenty-one (21) calendar days prior to the event to arrange for supplemental security coverage. In the event that the Student Organization or Council needs to cancel DPS services, notification must occur at least 72 hours prior to the scheduled event or your organization will be billed. The Student Organization or Council contact person should notify the DPS Operations Commander to cancel DPS services.
- e. At the discretion of the Assistant Vice-President for Campus Life or his/her designee, other appropriate security officials may substitute for DPS personnel at off campus, University sponsored or funded events. Such personnel must conform to the criteria established by DPS and be approved, in writing, by the Assistant Vice-President for Campus Life, prior to the event. (DPS criteria available upon request.)

#### ARTICLE IV. Event Guidelines

- 4.1 Student Organizations and Councils are not allowed to advertise that alcohol will be served or consumed at their event or present any pictorial, radio, written or verbal references to alcohol (BYOB, Hairy Buffalo, Sex on the Beach, Beer Mugs or Steins, etc.) on any student event advertisement or invitation.
- 4.2 No alcohol of any type shall be provided as awards or prizes to any individual, Student Organization or Council at any student event.
- 4.3 Common sources of alcohol (i.e. kegs, beer balls, party punches, or their equivalent) are not allowed unless provided by an external licensed source at an external licensed site.
- 4.4 Event hosts must check identification of all individuals entering an event. It must be verified that each person is eighteen (18) years of age or older or a U of L student before being permitted to attend a student event where alcohol is served or consumed.
- 4.5 The hosts must identify all persons of legal drinking age by some visible, nontransferable means (wrist bands, stamps, etc.). No one under age 21 is allowed to possess or consume alcohol. No one 21 or over may obtain alcohol for any person

- under age 21. Host Student Organizations and Councils are responsible if under age consumption of alcohol occurs at their event.
- 4.6 At any event where alcohol is served or consumed, alternative beverages and snacks/food/a meal must be readily available.
  - 4.7 All events must end by 1:00 AM unless special permission is obtained in writing from the Assistant Vice-President for Campus Life or his/her designee under the RSO Event Policy.
  - 4.8 Alcohol may not be served or consumed for more than four (4) hours during any single event.
  - 4.9 Student Organizations and Councils are limited to one (1) event involving alcohol per week. No events will be approved on days of home football games. No events will be held during mid-terms or finals.
  - 4.10 Alcohol may not be consumed or carried in an open container on any street, sidewalk, alley, or public area of the University of Louisville.
  - 4.11 Prompt clean-up and adequate sanitary facilities shall be provided for on-campus events at the expense of the sponsoring Student Organizations or Councils. If clean-up is not complete within 12 hours of the end of the event or is not adequate, the hosting Student Organizations or Councils shall be billed, through the Campus Life Office, for the cost of University personnel cleaning the area.
  - 4.12 Students will not permit, tolerate, encourage or participate in “drinking games” of any kind.
  - 4.13 Cab vouchers are to be used to ensure that an individual who has been drinking arrives home safely and are not to be used for transportation to any other location.

ARTICLE V. Responsibility and Liability

- 5.1 The University of Louisville and its staff assume no liability for Student Organizations and Councils student events. Student Organization and Council leaders and members should educate themselves about potential legal liability and consequences regarding alcohol consumption and accidents resulting in personal injury or death. The University strongly encourages student groups to maintain contact with national governing organizations regarding advice on best current practice(s).
  - a. Sponsoring Student Organizations and Councils are strongly encouraged to obtain group liability insurance or assure that they are covered under a group liability plan provided by larger sponsoring organizations (i.e. national fraternities and sororities).

- b. **Advisors/supervisors, officers and group members should also carry individual liability or be covered under group insurance plans.**
- 5.2 **The University of Louisville believes that the opportunity for students to assume responsibility for their own behavior is an important aspect of college life. Therefore, Student Organizations and Councils and their individual members or participants assume responsibility for compliance with this policy. Violations of the alcohol guidelines may result in sanctions when University personnel learn of them through complaints, observations by school officials, unruly behavior, or otherwise. If a problem does occur as a result of a student event at which alcohol is served or consumed, the Student Organization of Council may be held responsible.**
- a. **Each individual is responsible for his or her personal behavior and may be held accountable under the Code of Student Conduct.**
  - b. **Individual of group behavior, which reflects the implied consent or non-interference of the sponsoring Student Organization or Council membership, advisors/supervisors or Executive Officers, may result in the Student Organization or Council being held accountable for the actions of the individual or collective group under the Student Organization Code of Conduct.**
  - c. **All alcohol events must conform to other U of L and criminal/civil rules, regulations and laws which may be more restrictive in nature (i.e. residence hall/building codes, facility and/or safety restrictions, city ordinances, etc.).**
  - d. **Failure of any person(s) to adhere to the reasonable request of identified U of L and/or public officials (i.e. police, fire, emergency personnel) is grounds for immediate event closure and may result in additional charges and sanctions.**
  - e. **Violating or failing to complete sanctions imposed may result in additional charges.**

**FAILURE TO FOLLOW GUIDELINES:**

**Student Organizations and Councils may be held accountable to both the University of Louisville and to criminal/civil authorities for violation(s) of the Alcohol Guidelines. Student Organizations and Councils are subject to U of L disciplinary proceedings regardless of the pendency of criminal/civil proceedings or other University proceedings.**

**Any sanction(s) imposed as a result of violations of these guidelines will also result in notification of any local, state and/or national governing bodies. In addition, notification will be sent to the Student Organization or Council advisor and to the Assistant Director of Greek Life and Recognized Student Organizations.**

### MINIMIZING YOUR RISKS

**We want your event to be enjoyable for you and your guests. Remember that those who are hosting the event set the tone for the event. Clear decisions need to be made prior to the event regarding the role of alcohol and the focus of the event.**

**Your liability risks are GREATLY increased if you:**

- 1) Allow alcohol to be consumed by a minor (under 21 years of age);**
- 2) Allow someone who is already impaired to consume alcohol;**
- 3) Allow someone who is already impaired to leave your event and get behind the wheel of a car.**

**The Event Guidelines outlined in the U of L Guidelines For Hosting Events With Alcohol For Student Organizations And Councils specifically address points that need to be followed when hosting an event. The following checklist is provided for your use in planning events.**

**CHECKLIST**

1.  Do the proper campus officials have to be notified? If so, date the event form was submitted to the Campus Life Office \_\_\_\_\_.
2.  Will any state laws or city ordinances be violated? If your answer is yes, you need to change your plans!
3.  Are your officers and members familiar with the U of L Guidelines For Hosting Events With Alcohol, the Student Code of Conduct, The RSO Event Policy or other pertinent policies and procedures?
4.  What safeguards have been implemented to prevent these laws/ordinances/policies from being violated?
5.  How will the organization/council officers maintain control over the function? Does security need to be acquired?
6.  What security responsibilities will your organization have at off-campus events? What will the hosts do if the activity gets out of hand?
7.  What alternative beverages and food are to be provided (Guideline 4.6)? Who is responsible for alternative food and beverages?
8.  Is there a clean-up crew assigned to clean up after the event?
9.  Could you convince University officials or a criminal or civil court that your event was not potentially dangerous?

If you have questions, please contact the Campus Life Office at 852-5787.

**Guidelines For Hosting Events With Alcohol  
For Student Organizations and Councils**

Acknowledgement and Review Statement

I have received a copy of the *Guidelines for Hosting Events With Alcohol For Student Organizations and Councils* and have reviewed it with the membership/council.

I understand that this form must be turned in to the Campus Life Office prior to an event being posted.

I understand that as the President of this Student Organization or Council, I have the obligation to pass on information contained in the Alcohol Guidelines to my successor.

Any and all Alcohol Use Request Forms submitted will not be approved until this form has been turned in.

Student Organization/Council:

\_\_\_\_\_

Name of President: \_\_\_\_\_

Signature of President:  
\_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Guidelines For Hosting Event With Alcohol  
For Student Organizations And Councils**

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

**Education Requirement Exemption**

I have received a copy of the *Guidelines For Hosting Events With Alcohol For Student Groups and Councils* and have reviewed it with the membership/council.

I understand that in requesting an exemption from the Education Requirement of the U of L alcohol event guidelines that my student organization/council will not sponsor, cosponsor, host, arrange, organize, participate in, or otherwise facilitate events with alcohol *either on or off campus*.

**Student Organization/Council:**

\_\_\_\_\_

**Name of President:** \_\_\_\_\_

**Signature of President:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Section 5.03

#### Posting Guidelines Beyond the Student Activities Center

**Posters, Handbills, and Notices:** Non-commercial announcements may be posted on behalf of Recognized Student Organizations on bulletin boards and kiosks on university property. Under no circumstances are announcements to be posted on any glass surface. Announcements shall indicate the name of the Recognized Student Organization (RSO) on whose behalf the announcement is posted and should also include the date posted. It shall be the responsibility of the Recognized Student Organization to remove all such announcements within ten days following the program, event, or election to which the announcements are related.

No poster, handbill, or any other form of announcement may be posted in such a manner as to cause damage (i.e. glue). No announcement may be written or painted upon any building, sidewalk, or other natural feature of the campus.

*Chalking* is permitted on sidewalks only using light colored chalk in open, horizontal areas so as to allow for eventual removal by rainfall. Chalking is not permitted on the sidewalks around the Speed Art Museum. **The use of paint on sidewalks or buildings is prohibited.**

Members of the student body, faculty, and/or staff of the University may distribute, on behalf of Recognized Student Organizations, free-of-charge, non-commercial announcements, statements, or materials at any reasonable outdoor area on the campus. Such distribution shall be consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Student organizations are discouraged from attaching paper fliers or announcements to the windshields of the cars in campus parking lots. Distribution by means of accosting individuals or by hawking or shouting is prohibited. Announcements or statements shall indicate the name of the Recognized Student Organization on whose behalf the distribution is made.

**Banners:** Interested organizations can reserve banner space (SAC ramp, above escalators, etc.) through the Student Activities Center Administration. Banners must conform to the size and materials set up by the SAC Administration. Banners are not permitted to be hung on the railroad trestles, unless written permission is secured from CSX and reviewed by the university. Banners may not be displayed on the viaduct (3<sup>rd</sup> street and Eastern parkway), unless written permission has been obtained from the city of Louisville, Inspection, Permits, and Licenses, and reviewed by the university.

The Campus Life Office reserves the right to ask Physical Plant to remove any posters or announcements on unapproved surfaces and bill the Recognized Student Organization for the time and labor charged by Physical Plant. **Furthermore, the University reserves the right to remove any posters or announcements that are not deemed appropriate.**

In accordance with the Guidelines for Alcohol Use by Recognized Student Organizations, no advertising of alcohol is allowed.

## **Section 5.04**

### **Posting Guidelines and Solicitation Procedures in the Student Activities Center**

#### **Guidelines for Direct Sales and Solicitation**

##### **Types of Sales**

##### **Recognized Student Organizations (RSO's) and University Departments**

##### **Ticket Sales for Events:**

RSO's and University Departments must administer ticket sales for events sponsored by the university group from a table reserved at the Student Activities Center, at the event, or through an approved ticket office. Ticket sales cannot be accompanied by representatives of the items being offered and must be sold by the group members exclusively for the benefit of the group itself. No third party representatives are allowed to be present during on-campus ticket sales.

##### **Concessions:**

Sales of concessions are allowed at university-sponsored events with approval of the university staff person overseeing the event.

All concessions are subject to review by university staff and the university may choose to curtail the sale of any concessions as appropriate.

##### **Camps, Conferences or Workshop Registration:**

The sponsoring organization of the camp, conference, or workshop is responsible for advising the participants of their event and their guests of the behavioral expectations of the university.

##### **Sales of items for university groups:**

RSO's and University Departments may offer items for purchase that are either produced or sponsored by the group. Groups may not offer commercial products or services as part of these items. Groups may offer items for resale that have either been purchased or donated to the group for such purpose. These sales cannot be accompanied by representatives of the items being offered and must be sold by the group members exclusively for the benefit of the group itself.

Sales of all items must be approved by the Assistant Vice President for Campus Life and /or designee prior to the sale or distribution of items. Samples of all items to be distributed or sold must be approved by the Assistant Vice President for Campus Life and/or designee at least ten business days prior to the event.

The University of Louisville does not allow the solicitation of charge or credit cards on campus under any circumstances.

University staff may prohibit the sale or distribution of items.

##### **Vendor Contract Sales:**

The University has contracted through various companies to provide specific sales and services at the University of Louisville. These contracts are not affected by this policy and are herein exempt. The

university may have entered into contracts that prohibit competing companies from having a presence on university property. Examples of these types of contracts are as follows:

- A. University Bookstore
- B. University Dining Services
- C. Beverage Vending
- D. Food Vending
- E. Postage Stamp Vending
- F. Newspaper Racks
- G. Social Greek Items for special events
- H. Other University Contracts not listed herein

**Door to Door Sales:**

Door to door sales are not allowed at the University of Louisville at any time.

**Electronic Mail:**

- A. Distribution of chain letters, solicitation for commercial or personal gain, obscene language, and harassment would be examples of misuse of the University's electronic communication.
- B. The University of Louisville's electronic mail facilities should not be used to send: unauthorized mass mailings of any type; rude obscene, harassing or illegal material; material that in any way conflicts with the regulations of the university; material that in any way conflicts with state or federal law; or perform an operation or activity that degrades the performance of the University of Louisville's IT systems and/or network.

**Campus Mail:**

Only University business is transacted through interdepartmental mail – campus delivery is not for personal use. Chain letters are an improper use of campus mail as well as a violation of university and postal regulations.

**Catalog or Party Sales:**

Individual students are not allowed to use university resources to assist in catalog or party sales, promotions, or other business efforts.

**Posting Guidelines:**

- A. All information posted on bulletin boards in the Swain Student Activities Center and the Red Barn must be approved by the Student Activities Department and must display the approval seal of the office. All postings will have a date stamp indicating the date the posting is to be removed. Any unauthorized postings will be removed from the bulletin board and destroyed.
- B. Posters, Handbills and Notices: Non-commercial announcements may be posted on behalf of the Department or RSO on bulletin boards and kiosks. Under no circumstances are announcements to be posted on any glass surface, door, wall or any non-approved location. Announcements shall indicate the name of the Department or RSO on whose behalf the announcement is posted and should also include the date posted. It shall be the responsibility of the

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

Department or RSO to remove all such announcements within ten days following the program, event, or election to which the announcements are related.

- C. No poster, handbill or any other form of announcement may be posted in such a manner as to cause damage (i.e. glue). No announcement may be written or painted upon any building, sidewalk, or other natural feature.
- D. Chalking is permitted on sidewalks only using light colored chalk in open, horizontal areas as to allow the eventual removal by rainfall. **The use of paint on sidewalks or buildings is prohibited. COMMERCIAL CHALKING IS NOT ALLOWED.**
- E. Members of the student body, faculty, and/or staff of the University may distribute, on behalf of the Department or RSO free-of-charge, non-commercial announcements, statements, or materials at any reasonable outdoor areas. Such distribution shall be consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of accosting individuals or by hawking or shouting is prohibited. Announcements or statements shall indicate the name of the Department or RSO on whose behalf the distribution is made.
- F. Banners: Interested Recognized Student Organizations can reserve banner space (SAC ramp, above escalators, etc.) through the Student Activities Department. Banners must conform to the size and materials set up by the Student Activities Department.
- G. The Campus Life Office reserves the right to ask Physical Plant to remove any posters or announcements on unapproved surfaces and bill the Department or RSO for the time and labor charged by Physical Plant. Furthermore, the University reserves the right to remove any posters or announcements that are not deemed appropriate.

#### **Information Tables/Guidelines for Tables Set-ups in the SAC:**

- A. The University of Louisville Swain Student Activities Center has set aside areas in the Student Activities Center for RSO's, Staff Organizations and University Departments to set-up tables to promote their organizations. These areas will be reserved and administrated by the Student Activities Department under the following guidelines:
  - 1) The purpose of the table must be to provide information about the group to the University community, promote activities sponsored and produced by the group, or to promote a special project sponsored and produced by the group. Activities and special projects might include fundraising for their own group or other non-profit groups.
  - 2) Groups may not use the table to promote or represent commercial interests. In addition, any products or items sold must be the groups' own property. Samples of all items to be distributed or sold must be approved by the Assistant Vice President for Campus Life and/or designee at least ten business days prior to the event.
  - 3) Reservation requests shall be made in writing to the Student Activities Department stating the name of the group, the dates desired, a brief description of the of the purpose of the setup, the activity being promoted, and a complete listing and description of any items to be sold. The Student Activities Department will then determine if the setup meets the guidelines and then take the appropriate action. Setups will be restricted to three consecutive days per reservation with only one setup per group per month.

- 4) RSO's may NOT accept monetary donations for charitable organizations at reserved tables in the Swain Student Activities Center or other approved locations. Approval for alternative locations must be given by the Student Activities Department. The sale of items as a fundraiser for the Department or RSO is acceptable for their organization or other charitable cause. Samples of all items to be distributed or sold must be approved by the Assistant Vice President for Campus Life and/or designee at least ten business days prior to the event.
- 5) Potential employers must coordinate the use of the tables in the Swain Student Activities Center through the University Career Development Center. No other commercial businesses can accompany employers on campus search for employees at these tables.
- 6) Political Parties must be sponsored by a RSO to reserve a table or to utilize a facility for political expression or candidate endorsement. University Departments may not sponsor a political candidate.
- 7) Sales By an RSO:
  - a) The Controller's Office has reviewed the state regulations concerning the collection of state sales tax on University and student organization sales. The State Revenue Department has advised that sales by RSO's are subject to Kentucky Sales Tax.
  - b) RSO's making sales need to obtain a tax I.D. from the Internal Revenue Service. If the organization obtains a tax-exempt I.D., only sales in excess of \$1,000 are subject to sales tax in accordance with the state sales tax code.
  - c) Sales that do not exceed \$1000 over an annual basis are not required to pay sales tax.

**Effective May 15, 2004**

### **SAC Posting Policy:**

Postings on the display board MUST have the Student Activities Department Seal of Approval on the document. The seal authorizes the posting to remain for a maximum of two weeks. If you would like to post something on the board, submit your material to the Student Activities Office in Suite W301 of the SAC. If approved, the posting will be placed on the board as soon as possible. **All unapproved items posted on the board will be removed and destroyed.** This policy is effective August 20, 2004.

## Section 5.05

### Speech and Literature Distribution Procedures

Effective April 20, 2004. Revised January 3, 2005.

The University of Louisville will allow a group of up to five off-campus persons from one organization at any one time to distribute literature on campus. Up to two off-campus persons from one organization are allowed to speak publicly on campus at any one time.

#### Required Registration Process

Organizations or individuals external to the University of Louisville must complete and submit a required Registration Request Form to the Office of the Assistant Vice President for Campus Life and the Office of Public Safety, before 5:00 PM at least five full business days prior to the date requested on the Registration Request Form. Forms can be completed online at <http://campuslife.louisville.edu/cloffice/speach/speachrequest.html>. or in person at the Office of the Assistant Vice-President for Campus Life in Room W302 of the Student Activities Center. Office hours are 8:30 AM to 5:00 PM Monday through Friday. Electronic registrations will be routed to both the Campus Life Office and the Office of Public Safety simultaneously. Electronic registration is available around the clock but must still meet the 5:00 PM deadline for date requests.

Completion of the form does not insure that the University will accept the requested date and time. By 5:00 PM on the third business day following the submission of the Registration Request Form, the University will respond to the requesting individual or organization. The University may confirm the request as submitted, or the University may notify the requesting individual or organization that, based upon the University's right to determine time, place and manner and its need to assess and provide appropriate security, the date of access is postponed. If the request is rejected, the University will contact the requesting individual or organization within 30 days of the rejection to provide an alternate date and time originally requested unless extraordinary circumstances require a further postponement.

The University will provide security if it deems that the speaker or distributor of literature may engender a strong or hostile response. The University is not liable for any injury or destruction of property the individual or organization may incur as a result of the lack of failure of any such security measures.

#### DEFINITIONS OF TERMS

##### Public Area

Public areas include the grass and sidewalk areas of the University and do not include buildings and outdoor instructional, athletic or sports venues.

##### Place

The University has identified campus locations where public speakers and distribution of literature will be permitted. All speakers and distributors of literature will be assigned to those areas.

##### Manner

Because of the proximity of public areas to classrooms, no amplification is permitted. The University requires that public speech and discourse on campus shall be civil. Defamation, incitement to violence, obscenity, and illegal speech (as defined below) is prohibited. An essential value of higher education is learning how to separate substantive argument from personal offense

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

and how to express even the deepest agreements within standards of civility that demonstrate mutual respect, understanding, and sensitivity to the diverse populations of the University community.

#### Speech

Individuals are allowed to express their views on any topic, provided that they neither impinge upon the equal rights of others nor interfere with the educational process of the University.

#### Literature

Literature means any printed material, including any newspaper, magazine or other publication, and any leaflet, flyer, or other informal printed matter intended for distribution or actually distributed to members of the campus community.

#### Date and Time

The registration form will allow the individual or group to propose the date and time of a visit of up to three hours. Distribution of literature and public speaking will occur during weekday business hours, 9:00 AM – 5:00 PM, when most students are on campus. The University reserves the right to substitute another date and time frame. E-mail shall be considered the preferred form of communication between the University and the requestor, so that a written record of all communication is maintained.

#### **We require that the manner of a speech or literature not to be subject to:**

##### Obscenity

No person or organization shall distribute or display on the campus any writing or visual image that is obscene, as defined in KRS 525.010 or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

##### Defamation

No person shall make, distribute, or display on the campus any statement that defames any other person. A statement unlawfully defames another person if it is false, if the false portion of the statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in decisions of the United States Supreme Court.

##### Incitement to imminent violations of the law

No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of the law under circumstances such that the statements are likely to actually and imminently incite or produce violations of the law.

##### Harassment (KRS 525.070)

No speaker or distributor of literature shall harass anyone.

- 1) A person is guilty of harassment when with intent to harass, annoy or alarm another person he/she
  - a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
  - b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
  - c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
  - d) Follows a person in or about a public place or places; or

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

- e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

#### Wearing of Masks

No person shall, while wearing any mask whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, enter, be or appear on the University campus consistent with Metro Government General Provision 130.01.

#### Impediment of Movement

No person may deliberately impede the flow of pedestrians or vehicular traffic on campus.

#### Coercion

No person may attempt to coerce, intimidate, or badger any other person into listening to speech or into reviewing or accepting a copy of any literature.

#### Demanding Attention

No person may persist in requesting or demanding the attention of any other person after that individual has attempted to walk away from or has clearly refused to listen to the speaker or has not accepted the distributed literature.

#### No Sales

No literature may be for sale or dispersed with the expectation of a donation.

#### Identify Distributor

All literature distributed on campus must include the identity of the registered person(s) or organization as well as a valid and complete contact address and telephone number.

#### No Litter

Any person distributing literature on campus must remove all copies from the ground within 30 feet of the designated area before leaving campus. Failure to do so will result in some period of restriction from campus.

#### Signage

Persons registered to distribute literature or speak on campus may carry or wear signs but must exercise care not to bump, injure or hit any other person. Signs may not promote items for sale. Sign handles must be made of cardboard or other pliable material. In cases of marginal disruption, administrators and law enforcement officials will clearly state what they consider to be disruptive and seek voluntary compliance before stopping the speech or leafleting or resorting to charges and/or arrest.

When unregistered individuals either speaking or distributing literature come to the attention of the University, they will be asked to leave campus and will be allowed to return only after complying with this document.

Failure to register will result in the removal by law enforcement of any persons who arrive on campus to speak or to distribute literature. Registering for a time slot to speak or distribute literature on campus and then not showing up to do so on at least three occasions will result in some period of restriction from campus. Failure to abide by the terms of this document will result in the Assistant Vice-President for Campus Life (or designee) or law enforcement employee directing the

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

individual(s) to leave campus. The Assistant Vice-President for Campus Life will schedule a meeting with the individual or organization representative within 20 working days to impose a restriction from campus for a period of up to six months. Appeals in writing may be made to the Vice President for Student Affairs within 10 working days of imposition of the restriction from campus. The Vice President for Student Affairs will review the appeal and will make a written response to the appeal with 15 working days.

This document is intended to supersede all other statements or documents that attempt to define and regulate speech activities on the University of Louisville campus by outside individuals or groups.

Revised January 3, 2005

## Section 5.06

### Film Screening Guidelines

All film events scheduled in the Floyd Theater and other Student Activities Center venues must comply with the Federal Copyright Law, which regulates the public exhibition of films. Screenings in the Floyd Theater and other public venues on campus do not qualify for the “educational fair use” exemptions as described in the federal code. To ensure that the University complies with federal law, all films to be exhibited in the SAC must be licensed for public exhibition. To obtain licensing, sponsors of screening events must follow procedures described by the four criteria below. Only one of these four criteria must be met to authorize a screening event.

It is the sole responsibility of the event’s sponsor to ensure that one of these criteria has been fulfilled prior to their screening event. The failure of a sponsoring organization to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the sponsor of its financial obligation for the event.

#### Criteria for permissible screenings in the Student Activities Center:

1. Provision is made with the Student Activities Board Film Committee or its staff advisors to license and rent the film through a theatrical or non-theatrical vendor. The SAB and its advisors will then license and, in most cases, provide the film to be exhibited. Unless other arrangements are made with SAB, sponsors will be billed for the licensing accordingly.

In some cases, the SAB will only provide licensing for the film. In these cases, the sponsor will be notified that they are to provide a copy of the film for their screening event. Only legally manufactured copies of the film may be provided. A personal copy of the film that has been produced on a VHS or DVD recording device cannot be legally exhibited to the public and is thus not acceptable. If the sponsor assumes responsibility for providing a copy of the film for the screening and fails to do so, licensing costs are still incurred by the sponsor.

2. The event sponsor may themselves assume responsibility for licensing the film through the film’s non-theatrical distributor. Contact information for most distributors may be obtained from Stuart Neff in the Student Activities Office (SAC W301). A copy of the distributor’s invoice and a record of payment for the license are required for Student Activities files prior to the screening. All text on these copies must be legible, including the distributor’s contact information.

Distributors may or may not provide a rental copy of the film with the licensing. Sponsors themselves should determine whether or not a copy of the film is to be provided. The event sponsor is solely responsible for providing the distributor’s rented copy or another legally manufactured copy of the film to the Student Activities staff. As above, a copy of the film that has been produced on a VHS or DVD recording device is not acceptable.

3. Clearance to publicly exhibit the film is obtained from the copyright holder or their agent. A letter providing clearance is required for our files. Each letter should be under a letterhead, indicating the discoverable titleholder for the film's copyright. Letters should describe the specific circumstances of the screening, including place, date, time, number of screenings allowed, and whether or not an admission charge is permissible. Letters should

clearly state that the University of Louisville and its staff and agents, as well as the sponsoring organization, are granted permission to screen the film under the specific circumstances described. Each letter should be signed by the holder of the copyright or their representative and should include the following contact information: email address and office telephone number. As above, event sponsors are solely responsible for providing a legally manufactured copy of the film to the Student Activities staff.

4. A small number of titles held by the University Library (mostly documentaries) have institutional licenses, which permit them to be screened to anyone on campus. No admission charges may be charged for these screenings. To determine whether or not a film in the library's collection has an institutional license, Recognized Student Organizations (RSO's) should contact David Horvath at the library at [david.horvath@louisville.edu](mailto:david.horvath@louisville.edu). Event organizers should request that notification of the film's institutional license be sent to [stu.neff@louisville.edu](mailto:stu.neff@louisville.edu).

#### Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by the last three criteria should be provided to the Student Activities Office (SAC W301) as soon as possible after the screening facility and equipment are booked, and before any public promotion of the screening is released. All paperwork for screening events is kept in the SAB's film event files.

The Student Activities staff will refuse to facilitate any screening that has not met one of these criteria. Should the event sponsor fail to provide a record of licensing or similar clearance for a screening at least 72 hours in advance of the event, the Student Activities Office reserves the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation. Such cancellation will not affect any reservation fees or other billable expenses associated with the event.

#### Media Formats for Films:

The Floyd Theater has the technical capability of screening three different kinds of media formats. Legally manufactured VHS tapes and DVD's can be exhibited, if copyright criteria above are met. Tapes and DVD's may be provided by the licensing agency, rented from a video rental store, borrowed from a library, or a legally manufactured copy may be provided from a personal collection. Videotapes and DVD's that are not manufactured by authorized distributors are not legal for public exhibition and will not be used for screenings. **Student Activities staff is not responsible for providing a copy of the film for a screening event.**

The Floyd Theater is also equipped with 35mm projectors. Arrangements to rent films and license screenings in this format must be made through the Student Activities Board and its advisors. Staffing for these screenings is required and is arranged by the Board's advisors. 35mm prints provide the best picture and sound for a screening event, but the availability of film titles is extremely limited, and the costs are accordingly higher. SAB's Film Chairman or the SAB advisors can provide screening event sponsors with more information about what films are available in 35mm. Please also see the note on Licensing Availability below.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

Costs for Screening Events:

Screening licenses for films to be shown by DVD or VHS tape range in cost from \$200.00 to \$800.00. Licensing for 35mm screenings includes a copy of the film and shipping costs for the print. Costs for this option range from \$350.00 to \$1000.00. Generally, newer titles are higher in cost, but other factors are involved. Pricing varies widely by distributor and some negotiation is involved. For these reasons, it is generally best to allow the SAB to arrange for licensing. The SAB bills sponsors for licensing based solely on the distributor's charge.

DVD and VHS tape screenings will also incur a \$50.00 fee for use of the Floyd Theater's data projector, in addition to any other costs associated with the booking. 35mm screenings, which require a trained projectionist, will incur a \$150.00 fee, in addition to any other costs associated with the booking. All screening events will thus incur a licensing fee, a technical fee, and any other fees associated with booking the facility.

A Note on Availability of Licensing for Film Titles:

Newly-released films are exhibited exclusively in nationally-owned theater chains that have exclusive arrangements with the distributors. New films are thus not available to screen at the University. Additionally, licensing for all films is at the discretion of the copyright holder and their distributor. Many titles will not be available for licensing.

Currently, the Student Activities Board is engaged in a boycott of Swank Motion Pictures, which holds the licensing rights for 70 – 80% of films released through Hollywood studios. For this reason, thousands of mainstream titles will not be booked by SAB. Swank Motion Pictures constitutes a monopoly that uses their position in the film industry to charge outrageous prices for its licensing. Sponsors who wish to license screenings of a Swank title will be required to purchase licensing on their own.

Researching the availability of film titles for licensing involves some knowledge of the film industry and can be complicated. Sponsors who wish to find out if a film can be licensed may contact the SAB Film Committee or its advisors to discover if a particular screening can be legally licensed. Please call 852-6691 or send an email to [sabtalk@louisville.edu](mailto:sabtalk@louisville.edu).

## Section 5.07

### Campus Trademarks, Use of Official Insignia

#### What are Trademarks?

Trademarks are names, logos, symbols, words, or designs that are associated with the University of Louisville. They are just as valuable as equipment and dollars, and they are often referred to as "intellectual property."

#### Policy:

Student groups that wish to place orders for T-shirts, caps, or other merchandise that feature U of L trademarks must adhere to these guidelines. Merchandise that has any of the following trademarks must be ordered from a licensed manufacturer:

University of Louisville, U of L, Louisville, Cardinals, CARDS, any Cardinal mascot design, or any other logo, name, or design associated with the University. Fraternity and sorority names by themselves are excluded.

If artwork of the design is created by someone other than the licensed company, the student group placing the order must request design approval in writing from the Licensing Office. If the desired product is unique and cannot be found through one of the licensed companies, call the Licensing Office for assistance.

U of L reserves the right to reject any product that is hazardous, carries a risk of liability, or is inconsistent with the University's best interest.

For more information and a list of licensed manufacturers contact:

**Pete Cautilli, Associate Athletic Director of Marketing, Licensing & Merchandising, at 852-0814 or [pete.cautilli@louisville.edu](mailto:pete.cautilli@louisville.edu)**

## Section 5.08

### Sales by Student Organizations

The Controller's Office has recently reviewed the state regulations concerning the collection of sales tax on University and student organization sales. The state Revenue Department has advised that sales by student organizations are subject to Kentucky sales tax.

Student organizations making sales need to obtain a tax I.D. from the Internal Revenue Service. If the organization obtains a tax-exempt I.D., only sales in excess of \$1,000 are subject to sales tax in accordance with the state sales tax code.

#### **Contracts:**

There may be occasions when your RSO will be planning events on university property that involve contracts with outside vendors. This could include rental of equipment, food services, soft drink trailers, and games. Prior to authorizing or signing contracts for services on university property, contact the **Advisor to RSO's at 852-0316**. You should provide this office with a written proposal of your event for approval at least 10 working days prior to the event. The University maintains contracts with several companies that may prohibit a competing company from having a presence on the university property.

Please allow time in planning your event for submission and review of your proposal. Some items, such as the rental of equipment or games, may necessitate the Risk Management Office contacting the University's insurance carrier for approval.

## Section 5.09

### Special Event Evaluation Policy – Effective 6/95

#### I. Background:

Requests are received routinely from various student groups and outside organizations to use the University's facilities for a special event. The requests are currently received by various departments at the University, and various procedures are used to evaluate the request. The number and type of events requested varies from year to year. They can range from setting up tables, to giving away merchandise, to students using the grounds to sponsor an athletic event for a student organization. The purpose of this policy is to establish some guidelines for use in evaluating a special event request. Using these guidelines will streamline the process of evaluating the request, ensure that events are in agreement with the Student Affairs' and the University's Strategic Plans, that insurance and safety requirements are met, and that the events comply with any environmental regulations.

#### II. Definitions:

For purposes of this policy, a special event is defined as a request from a University department, student organization, or an outside agency to use the University's facilities for an activity that has not received prior approval as a planned, annual activity of the University. This does not include routine requests from students or student organizations that fall under the purview of the Vice President of Student Affairs.

#### III. Policy:

1. All special event requests will be submitted to the Advisor to RSO's to check for scheduling conflicts.
2. If a special event request is from a student organization, the request will be reviewed by Student Life.
3. If it is determined that there are no scheduling conflicts and that Campus Life supports the event, all information (description of event, sponsor, dates, times, etc.) will be sent in writing to Contract Administration and Risk Management along with the approval of the Assistant Vice-President for Campus Life.
4. Contract Administration and Risk Management will check on insurance coverage, release forms, indemnification agreements, etc. Contract Administration and Risk Management will also review the event with other appropriate University units, depending on the nature of the event. For example, units that might typically be consulted are as follows: Physical Plant, Environmental Health and Safety, Public Safety, and the Vice President for Administration.
5. Contract Administration and Risk Management will send the Assistant Vice-President for Campus Life written notification of the decisions, recommendations, and any special requirements by the areas mentioned in item number 3 above.
6. Campus Life will notify the requesting party of the decisions and special requirements, if any, regarding their request.

## Section 5.10

### RSO Event Guidelines

**RSOs and other student groups should obtain a copy of the complete guidelines from the Student Life Office, W302, at the beginning of each academic year.**

#### **I. POLICY APPLICATION:**

This policy applies to all events sponsored by Recognized Student Organizations (RSO) and other student groups (hereafter RSO is used to refer to all student groups) on the University of Louisville campus occurring after 6 p.m. and involving an anticipated attendance of 100 persons or more. Routine RSO business meetings are excluded from the policy. Events scheduled in facilities not managed by the Student Activities department must meet all requirements of the managing unit. All on campus RSO events or university sponsored RSO events are subject to the policy. RSO events scheduled at university affiliated facilities such as Papa John Stadium, the University Club or the Brown & Williamson Club, are subject to review under this policy.

#### **II. EVENT SCHEDULING:**

All RSO events subject to this policy must be registered with the Campus Life Office. Once the event is registered, the RSO will be referred to the appropriate campus office for scheduling facilities. Depending on the nature and location of the event, and recommendations from the Campus Life Office and the Department of Public Safety (DPS), additional security measures may be required by the facility manager such as additional security personnel, the use of metal detectors, structured event management, staff and supervision by Student Affairs and/or other professional staff. In addition, an RSO advisor must be present throughout the event.

RSO events held on Friday or Saturday nights must conclude no later than 1:00 a.m. (or earlier if the building closing time warrants it.) These events must be held in the Red Barn or the Multipurpose Room of the SAC. RSO events scheduled Sunday through Thursday must conclude by 11:00 p.m.

Limited exceptions to this policy may be granted by the Office of Student Life. For example, auditorium seating programs will usually have less security requirements. Exceptions to this policy must be made in writing by completing the RSO Policy Exception Form, available in the Student Life Office. This form must be submitted to the Student Life Office no less than three weeks prior to the event.

#### **III. ADMITTANCE POLICY:**

**All events subject to the RSO event guidelines are restricted to the following people:**

All events sponsored by RSO's on the University of Louisville campus subject to this policy are restricted to the following people:

- A. Student presenting a valid identification card from Foul or other university or college.
- B. A maximum of two guests are allowed per University of Louisville student. All guests must enter with the U of L student and must be signed in upon entering.

University of Louisville students will be held fully responsible for the actions of their guests. The University reserves the right to a) refuse admission to or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; and b) terminate the event and/or restrict the future use of University facilities by an RSO.

**IV. ALCOHOLIC BEVERAGES:**

The possession, sale, or service of alcoholic beverages is not permitted at RSO events at University of Louisville facilities except by approval of Office of Student Life.

**V. APPLICATION OF THE POLICY:**

Failure to follow RSO Event Policy and Guidelines will result in immediate cancellation or termination of the event. Sanctions and/or loss of privileges may result after a review of the facts by the Student Life Office, in conjunction the manager of the facility, the RSO and DPS.

**VI. FINANCIAL MANAGEMENT:**

The revenue generated by RSO's at events subject to this policy may be used by the RSO but shall be deposited in a University account for that organization. If so requested by the group, funds from an event can be requested after the event to be remitted to the group.

Effective 9/23/02

**UNIVERSITY OF LOUISVILLE**  
**INTERNAL GUIDELINES FOR APPLICATION OF THE**  
**RSO EVENT POLICY**

(Please note that this policy is subject to change.)

**I. DEFINITION OF AN RSO ADVISOR:**

An RSO advisor is defined as a person who is at least twenty-three years of age, not a University of Louisville undergraduate student, and not a current member of the RSO.

**II. RSO ADVISOR RESPONSIBILITIES:**

Prior to each RSO sponsored event subject to this policy at least one advisor from the sponsoring organization shall attend a meeting with representatives from the facility management, DPS and 3 representatives from the RSO to review event management expectations. This meeting will be held no less than 3 days prior to the event. RSO advisors shall also sign a form acknowledging their role and responsibilities as an advisor, and their knowledge and willingness to abide by University policies and procedures. On the evening of the event the advisor will meet again with the facility management representatives of the RSO who will be working the event no less than 30 minutes prior to the event (additional pre-meeting time may be required when warranted necessary at the discretion of facility management.)

The advisor will also:

1. Attend the event from start to finish.
2. Coordinate and supervise the RSO members working the event.
3. Assist in supervising the event to include periodic monitoring of the attendees, enforcement of all University policies, make the announcement when the event has ended, and assisting in clearing the facility after the event.
4. Serve as a liaison between the RSO, facility management staff and DPS. The advisor and the DPS shift commander will stay together throughout the event.
5. Assist DPS in dispersing the crowd after the event.
6. Attend a post event debriefing immediately after the event with the RSO leadership, DSP officer in charge, and Student Activities staff member.

**III. RSO MEMBER RESPONSIBILITIES:**

At least 3 weeks prior to the event an RSO member must make a request to use a facility (see section II of the RSO Event Policy). Prior to each RSO sponsored event subject to this policy, at least 3 representatives from the RSO will attend a meeting no less than 3 days prior to the event to review event management procedures and expectations. Thirty (30) minutes prior to the event at least 5 representatives of the organization who will be working the event will attend a meeting with the facility management representative, the advisor and DPS. The RSO will cover the agreed cost of security. At the event, members of the RSO must:

1. Attend the event from start to finish.
2. Perform the assigned event management duties during the entire event. RSO members assigned to work an event will be paired with a DPS officer.
3. Assist with crowd control including emergency exit monitoring, notification of facility management staff should any problems arise during the event, and assist with clearing the facility after the event.
4. Make the announcement of the event ending with the RSO advisor and encourage

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

- participants to disperse. The advisor will stand with the student during the announcement.
5. Assist DPS in dispersing the crowd from around the event facility after the event ends, if necessary.
  6. Wear a form of identification approved by the Student Life Office if working the event.
  7. Provide a list of all U of L members and advisors at the beginning of the event.
  8. Provide a typed guest list of those persons not expected to pay admission, prior to the start of the event. Only those on the list will be allowed free admission.
  9. Provide a list of names and be willing to identify any people to be excluded from the event because of safety concerns.
  10. Enforce the no-return policy. Once a person leaves the event, she/he must stand in line and pay admission in order to return.
  11. Be responsible for the event. Sponsoring organizations which, through their actions fail to take responsibility for an event may be prohibited from sponsoring events for one year subject to review by the vice president for student affairs. Individuals who violate the rules may be automatically ejected from the event and may be subject to arrest and disciplinary action under the Code of Student Conduct.
  12. No interfere with DPS officers in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.
  13. Provide music that does not have sexually explicit or violent lyrics.
  14. Attend a post-event debriefing immediately after the event with the RSO advisor, DPS officer in charge and the Student Activities staff member.

Any RSO or Athletic team whose members are involved in a physical confrontation during a year may be suspended from sponsoring events for one year and may face disciplinary action.

#### **IV. DEPARTMENT OF PUBLIC SAFETY (DPS) RESPONSIBILITIES:**

When requested by the Division of Student Affairs, DPS officers shall work RSO events. Their primary function is the safety and security of the patrons in attendance. The number of officers working an event will be determined by the Student Life Office, in coordinate with DPS. At the event, DPS officers shall be responsible for:

1. Maintaining high visibility to incoming patrons at the entrance of the facility.
2. The use of metal detectors at the entrance to the event, when required.
3. Routine patrols throughout the venue during the event, i.e., circulating throughout the room with a member of the RSO and the RSO Advisor..
4. Discouragement of loitering outside the event during the event.
5. Checking incoming patrons and their guests for proper identification.
6. Continuous communication with University staff and RSO representatives staffing the event.
7. Participation in meetings with RSO advisor and sponsoring groups (i.e., meeting 3 days prior to the event and 30 minutes prior to the event).
8. Assist the advisor and RSO in dispersing the crown after an event. Generally speaking, participants will be permitted to socialize outside a facility for approximately 30 minutes after the event unless DPS is responding to a security matter.
9. Attend a post-event debriefing immediately after the event with the RSO leadership, RSO advisor, and the Student Activities staff member.
10. Notify the Athletic Department when coaches are requested to attend specific RSO events.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

**V. STUDENT ACTIVITIES DEPARTMENT STAFF RESPONSIBILITIES:**

If an event is scheduled in facilities managed by the Student Activities department, the RSO must make the request for space in writing at least 3 weeks in advance of the event. The department will review the event and issue the operational guidelines and expectations for the event and will schedule a meeting with the RSO, its advisor and the Student Activities Staff no less than three (3) days prior to the event. The purpose of the meeting is to discuss structure of the event, security arrangements, staffing requirements, financial obligations and other event details.

The Student Activities department staff scheduled to work the event will be responsible for:

1. Conducting brief, pre-event meeting of all persons working the event.
2. Attendance at the event from start to finish.
3. Determine and set, in consultation with the sponsoring RSO, the appropriate level of lighting and sound.
4. Coordination of event management including supervision of on-site personnel.
5. Resolution of any problems reported by RSO members, in consultation with DPS.
6. Providing identification items for the sponsoring group and other people working the event.
7. Enforcement of University policies and procedures at the event.
8. Termination of the event should any violation of the policy occur or security concerns warrant such action. Termination will occur, when possible after consultation with the RSO advisor and DPS. The officer in charge will make the final decision.
11. Determine the capacity of the event venue not to exceed the Fire Marshal's established room capacity or lower in the interest of safety and security.
12. Attend a post-event debriefing immediately after the event with the RSO leadership, RSO advisor and the DPS officer in charge.

Other members of the University faculty, staff or administration may assist with RSO event supervision as deemed appropriate by the Campus Life Office. At the request of the RSO or at the direction of the Vice President for Student Affairs or Campus Office, advance ticket sales may be required.

Effective 9/23/02

## RSO Event Policy – Event Registration Form

**\*Registration forms must be submitted 21 days before the event.**

### Contact Information

Recognized Student Organization(s):

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Officer(s) Making Request:

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Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Event Information

Location of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Number to Attend: \_\_\_\_\_

Room Set-Up (e.g. theatre, tables & chairs): \_\_\_\_\_

Short Description of Event: \_\_\_\_\_

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Has this event been held on campus in the past? If so, when and where?

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Staff, faculty or organization advisor who will be present during the entire event:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you seeking an exception from any specific aspect of the RSO Event Policy? If so, explain which aspect and the justification for an exception.

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## Section 5.11

### Hazing and Initiation Activities

The following regulations are in effect regarding hazing or initiation activities:

All University-affiliated organizations, student or groups of students, members of the University faculty or staff, other persons anywhere on University faculty or staff, or other persons anywhere on University campuses are prohibited from taking any action or creating any situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Violation of this policy by any student or member of the University faculty or staff, shall result in disciplinary action under the provisions of the Redbook, including dismissal from the University in any case where there is clear and convincing evidence of direct violation of this policy.

Any organization which is found by University officials based on substantial evidence, to have authorized or condoned violation of this policy directly or indirectly by participation of its officers or members or by permitting its facilities to be used for such violation shall be excluded from University campuses for a minimum period of two years as determined by the President or his designee. In addition, such organizations may be subject to loss of official recognition or probation. Appeals of such decisions may be considered in an informal hearing before the President or his designee, and the decision of the President shall be final.

Any visitor or other person or group of persons, not covered in the above mentioned, found by University officials based on substantial evidence to be violating this policy shall be removed from University property and excluded so long as it is deemed in the best interest of safety by the President. Appeals to any decision relating to this paragraph shall be by informal hearing before the President or his designee, and the decision of the President shall be final.

In the event a local organization's inter/national organization concludes a club or organization is in violation of their hazing policy, the University will adhere to the conditions and terms of the inter/national organization. The University, however, is not precluded from establishing additional sanctions appropriate to the campus.

Many national or regional organizations have defined hazing to include the following:

Any action or situation, with or without consent that recklessly, intentionally, or unintentionally, whether on or off campus, endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property. Such activities include but are not limited to: paddling in any form; creation of excessive fatigue; physical and psychological shocks, forced quests, or any other such activities carried on inside or outside the confines of the campus; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities and normal sleep patterns; and any other activities which are not consistent with the regulations and policies of the University.

This is not an exhaustive list but one that will help your organization to plan activities that contribute to the positive development and welfare of members.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

## Section 5.12 Weapons Policy

On July 22, 1996 the University of Louisville Board of Trustees adopted the following policy:

Possession or storage of a “deadly weapon” or “destructive device” is prohibited on any University of Louisville campus or in any facility owned, leased, or operated by the University. This policy applies to University housing, University parking areas, and private vehicles parked or operated either on campus or at any off-campus facility owned, leased or operated by the University. This policy shall not apply to police officers directly employed by the government, to Federal Agents, or to ROTC equipment. The University’s Director of Public Safety may grant exceptions to this policy in writing for the convenience of the University.

“Deadly weapon” as applied in this policy is:

1. any weapon from which a shot readily capable of producing death or serious physical injury may be discharged;
2. any knife other than an ordinary pocket knife;
3. billy or nightstick;
4. blackjack or slapstick;
5. nunchaku karate stick;
6. shuriken or death star;
7. artificial knuckles made from metal, plastic or similar hard material.

A “destructive device” means any explosive, incendiary, or poison gas bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made.

Any University faculty, staff, student, or administrator determined to have violated this policy is subject to disciplinary action, up to and including termination or expulsion, under procedures of **The Redbook**, **Staff Handbook**, and **The Code of Student Conduct**.

## Section 5.13

### Student Organization Code of Conduct – Revised January 1998

#### 1. Introduction

The Student Organization Code of Conduct is the University's policy regarding discipline of student organizations. The primary purpose of the Organization Code is to provide a quality educational environment for students and student organizations, and to notify student organizations of the University's expectations regarding behavior. The Code should be read broadly and is not designed to define misconduct in exhaustive terms.

#### 2. Prohibited Conduct

Societies, clubs, or similar organized student groups, within or recognized by the University, are subject to standards similar to those for individual students in the University community. Student organizations should be fully cognizant of University policies, including but not limited to: The Code of Student Conduct, The RSO Event Policy, The Guidelines for Alcohol Consumption, and The University Hazing Policy. An organization cannot ignore or escape its responsibility for the action of its members. An organization violates a University policy or rule when:

1. one or more of its officers or authorized representatives acting in the scope of their organization capacities commits the violation on University premises or at University sponsored activities;
2. a member of an organization or group acting with apparent authority of the organization commits the violation on University premises or at University sponsored activities;
3. one or more members of an organization or group fail to promptly report their knowledge or any reasonable information about a violation to the appropriate University authorities;
4. one or more member knowingly commits or fails to report a hazing incident;
5. one or more members of an organization or group or its officers, under circumstances in which such person(s) knew an act constituting a violation was occurring or about to occur, and/or fails to prevent the act or encourages, aids and abets the act.

#### 3. Discipline Procedures

The general responsibility for discipline of all student organizations or groups will be vested in the Office of the Assistant Vice President for Campus Life. The University reserves the right to take action under the Code of Student Conduct toward individual students if warranted.

#### 4. Administrative Conference/Community Review Board Processes

Anyone wishing to report an alleged incident of group misconduct may take such a report in writing to the Office of Campus Life, which will determine whether any action should be taken in response to the report. If it is determined that action should be taken, the Assistant Vice President for Campus Life or her designee will decide whether to proceed by an Administrative Conference or through the Community Board Review process. Generally, cases involving less serious incidents will be handled by a Community Board Review.

### **Administrative Conference**

The Administrative Conference will be conducted by the Assistant Vice-President for Campus Life or his/her designee. The accused student group and the complainant, if any, have the right to:

- A. be present at the conference but may not be represented by more than three members unless otherwise requested by the Assistant Vice President of Campus Life or her designee.
- B. present evidence by witness, or by affidavit if a witness is unable to attend the conference.
- C. bring an advisor to the conference. The advisor may not participate in the conference unless asked to do so by the Assistant Vice President for Campus Life or her designee.

After reviewing relevant information provided by the organization, complainant, witnesses, University officials or other sources, the Assistant Vice President for Campus Life or her designee will issue a written decision.

### **Community Review Board**

The review will be conducted by a panel comprising staff and students appointed by the Assistant Vice President for Campus Life. The process will be informal; strict rules of evidence will not apply. The review will be closed except to the review panel, appropriate Campus Life staff, representatives from the accused student group, the complainant, an advisor for the accused student group and the complainant. Witnesses will be present during the actual time of their testimony.

The Student Group and the complainant, if any, have the right to:

- A. be present at the review but may not be represented by more than three current members. However, if either or both of the student group and the complainant fail to appear, the review may be held and a recommendation rendered in either or both of their absences.
- B. present evidence by witness, or by affidavit if a witness is unable to attend the review. It is the responsibility of the accused student group and the complainant to notify their witnesses of the date, time, and place of the review. If witnesses fail to appear, the review will be held without benefit of their testimony.
- C. bring an advisor to the review. The advisor, however, may not participate in examination of witnesses or presentation of materials or information to the review board, unless asked to do so by the board member(s).

The Community Review Board will submit a written recommendation to the Assistant Vice President for Campus Life or her designee within five (5) working days after the date of the review indicating the recommended findings to be issued and the recommended disciplinary measure, if any, to be imposed. The Assistant Vice President for Campus Life or her designee will review the recommendation and issue a written decision.

**5. Disciplinary Measures**

If it is determined at the Administrative Conference or the Community Review Board that the accused student group has violated the Student Organization Code of Conduct prohibited in Section 2, the Assistant Vice President for Campus Life or her designee will impose an appropriate disciplinary measure from among the following sanctions:

- A. Reprimand: Notice of violation of specified regulations and warning that further such conduct may result in more severe disciplinary action.
- B. Disciplinary probation: Imposition of conditions on the organization involved, with warning of possible graver action if further infractions occur (or if probation is violated).
- C. Restitution: Public service, educational requirements or other measures.
- D. Restriction of privileges: Limiting of certain privileges or practices of the group(s) involved in the offense.
- E. Suspension of organizational recognition: Temporary removal of recognition.
- F. Revocation or organizational recognition: Permanent removal of recognition.
- G. Charter revocation.

**6. Discipline Decisions**

The decision of the Assistant Vice President for Campus Life will be final except in the instances where the disciplinary measure is suspension of organizational recognition, revocation of organizational recognition, or revocation of charter recognition. In the event of suspension of organizational recognition or revocation of organizational recognition, the organization may appeal to the Vice President for Student Affairs within fifteen (15) days of the decision of the Assistant Vice President for Campus Life. In the event of revocation of charter recognition, the Assistant Vice President for Campus Life will make a recommendation to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs will be final.

## Section 5.14

### Discriminatory Harassment Policy

The University of Louisville's Discriminatory Harassment Policy reflects the commitment to maintain a community that is free from harassment of any kind. Harassment of any kind is not acceptable at the university. It is inconsistent with the university's commitment to excellence and respect for all individuals. The university is also committed to protecting the academic freedom and freedom of expression of all members of the university community. Academic freedom and freedom of expression includes, but is not limited to, the expression of ideas, however controversial, in the classroom, residence hall, and in keeping with different responsibilities, in work places elsewhere in the university community. This policy does not attempt to address behaviors that do not constitute discriminatory harassment. Offensive behavior that does not violate this policy should be addressed by the appropriate supervisor or office as outlined in the **Staff Handbook, Redbook, or Student Handbook**.

#### DEFINITION:

Discriminatory harassment is contrary to University of Louisville policy and may also be illegal. The university defines discriminatory harassment as:

1. Behavior of any type (oral, written, graphic, physical) that creates a "hostile environment." Hostile environment harassment includes, but is not limited to, unwelcome comments or conduct that have the purpose of unreasonably interfering with an individual's work or academic performance, participation in a sponsored university activity, or creating an intimidating, hostile or offensive working or learning environment that a reasonable person would find threatening or intimidating;
2. The behavior is directed at persons because of their race, color, national or ethnic origin, religion, gender (whether or not sexual in nature), age, disability, veteran status, or sexual orientation, unless otherwise permitted or required by applicable law; or
3. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or participation in a university, state, or federal discrimination investigation AND, which also unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the university (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 2 or 3 above to be applicable. Part 1, however, does not require that a person misuse university-delegated authority, and applies whenever such conduct by any person while on university grounds or during university activities interferes with work or academic performance or participation in university activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances.

Nothing herein overrides existing university policy, or circumscribes the authority of the university to establish policy that is not otherwise contrary to law.

**EXAMPLES:**

Discriminatory harassment can take many forms, and determining whether an action constitutes discriminatory harassment requires examining all of the circumstances. Each situation must be promptly reviewed and appropriate action taken. The following are examples of behavior that should be reported for review under this policy:

- Frequent taunting on the basis of an individual's association with people of a particular national origin or race;
- The oral use of offensive epithets, slurs, or comments aimed at a particular person or group, or the use of offensive gestures, pictures, body parts, drawings, and other items based on age, color, disability, gender (whether or not sexual in nature), national or ethnic origin, race, religion, sexual orientation, or veteran status;
- Teasing or mocking a person with a disability whether mental or physical;
- Ridiculing a person's religious beliefs;
- Persisting in requests for dates after being told they are unwelcome;
- Evaluating an employee or student more critically than performance warrants because the employee or student objected to a sexual advance (refer to consensual relations policy);
- Sending unwelcome mail, voice mail or e-mail containing derogatory jokes or comments;
- Displaying or sending mail, email, web sites or voice mail that are pornographic in nature;
- Touching that goes beyond acceptable workplace or classroom interaction, meaning that a reasonable person would find it objectionable;
- Repeated references to sex in the classroom or class assignments when there is no relationship between the reference and the content of the course.

**RESPONDING TO HARASSMENT :**

If you believe you are experiencing treatment that violates this policy, you may take the following steps:

1. If possible, clearly tell the harasser to stop. Record what happened, the action you took, and the date of the incident.
2. If you cannot or do not wish to confront the harasser, or your efforts did not stop the conduct, you may contact your supervisor, the department chair, a faculty or academic advisor, the Division of Student Affairs, the Women's Center, or the Office of the University Provost for help.
3. You may also contact the **Affirmative Action/Employee Relations Office (502) 852-6538 or (502) 852-6536** at any time whether or not you have taken the above steps. The Affirmative Action/Employee Relations Office is the university office responsible for receiving and addressing discriminatory harassment complaints. You may seek informal help or information from the Affirmative Action/Employee Relations Office, or you may file a formal complaint. Information on the complaint process is provided below.
4. Some forms of harassment may violate federal and state laws, and a complainant or respondent may choose to invoke external processes to resolve their grievances. Such individuals may contact the appropriate state and local agency, the Equal Employment Opportunity Commission, the United States Department of Education, the Rights, or the Kentucky Commission on Human Rights.

5. Note: The university maintains a fair and responsive method for reporting and addressing complaints of discriminatory harassment. Prompt reporting and your assistance is critical to allow rapid response by the university and resolution of the objectionable behavior.

**The Vice Provost for Diversity and Equal Opportunity and the Department of Public Safety have established a Hate/Bias Hotline. If you believe you have been the victim of a Hate or Bias Crime, please call 852-6276.**

**Responsibilities of those in a Supervisory Capacity:** Vice Presidents, deans, department heads, managers, supervisors, Resident Directors, and Resident Assistants are responsible for communicating the university's policy on discriminatory harassment and are obligated to take action when they observe or hear of incidents that may violate this policy. A supervisor must:

1. Provide information regarding the university's Discriminatory Harassment Policy and offer options for addressing a complaint.
2. Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training through the **Affirmative Action Office at (502) 852-6536**.
3. Contact the **Affirmative Action/Employee Relations Office at (502) 852-6538 or (502) 852-6536**, for assistance or to refer matters that have not been resolved.
4. Ensure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.
5. Monitor situations that have been addressed, and follow-up if necessary.
6. Record the complaint and submit to the Affirmative Action Office. Include any action that was taken.
- 7.

Note: Those in a supervisory capacity who do not appropriately handle reports or incidents of discriminatory harassment, or fail to report them to the Affirmative Action/Employee Relations Office, may be subject to disciplinary action.

#### **THE UNIVERSITY OF LOUISVILLE'S FORMAL COMPLAINT PROCESS:**

Formal complaints of discriminatory harassment may be filed with the Affirmative Action/Employee Relations Office. The procedures for processing harassment complaints are described in the Discrimination Complaint Procedures.

The Affirmative Action/Employee Relations Office requires that complaints be in writing and made within 180 days of the last alleged discriminatory action. In certain circumstances, complaints filed outside of this time limit or that are not in writing may be investigated informally, and all other time limits contained in these procedures may be extended for good cause.

#### **The Affirmative Action/Employee Relations Office will:**

1. Respond to every complaint of discriminatory harassment;
2. Act impartially whether an investigation is conducted or not, act impartially considering the interests of all parties;
3. Information regarding an allegation of discriminatory harassment and the parties involved is kept as confidential as possible and shared only with those who have a legitimate reason to know;
4. In the case of formal complaints that are not resolved through mediation, issue a report to the respondent, the complainant, and the relevant Vice President/Dean containing findings and conclusions, and recommending appropriate action depending upon the circumstances. If a faculty member is the respondent, a copy will also be issued to the University Provost.

Disclaimer: All policies and procedures are subject to change. Please consult the appropriate department for the most current information.

Discriminatory harassment of students by other students is addressed by certain provisions in the Student Handbook under the Code of Student Conduct and is administered by the Office of Student Life. Complaints may be brought to that office without first going through the Affirmative Action/Employee Relations Office. The Affirmative Action/Employee Relations Office will refer complaints of student-to-student discriminatory harassment to the Office of Student Life. The Code of Student Conduct can be viewed at: <http://www.louisville.edu/student/life/code.htm>

**REMEDIES:**

Persons found to have violated the provisions set forth in the university's Discriminatory Harassment Policy will be subject to disciplinary action and penalties as set forth in the University of Louisville Policies and Procedures as outlined in the Redbook, Staff Handbook, and Student Handbook. These penalties include, but are not limited to, suspension, demotion, termination, or in the case of students, dismissal. In addition, violation of the university's Discriminatory Harassment Policy may be subject to liabilities available under state and federal law. Other corrective action such as counseling or training; and steps such as reinstatement, hiring, reassignment, promotion, training, back pay or other benefits may be taken as are necessary.

**TRAINING AND EDUCATION:**

Education and training are fundamental to maintaining an environment free of discriminatory harassment. Managers, supervisors, deans, directors, and department heads and those in a supervisory capacity are responsible for informing those employees who are under their direction or supervision of this Policy. Student Life administrators are responsible for providing this information to the student body.

The Affirmative Action/Employee Relations Office is responsible for providing educational and training programs to assist members of the university community in understanding what discriminatory harassment is and is not, and how to address behavior that violates this Policy. Specifically, the Affirmative Action/Employee Relations Office will distribute copies of this Policy to all schools, departments and programs at the university, and will give workshops and seminars on this subject. The Affirmative Action/Employee Relations Office will maintain a brochure that explains in simple, understandable terms the university's policy and procedures concerning discriminatory harassment, and will place copies of the brochure in Human Resources and at other offices to which persons are likely to go for counseling and advice regarding discriminatory harassment.

To schedule training, call the **Affirmative Action/Employee Relations Office at (502) 852-6536**. Questions about this Policy should be directed to **Harvey Johnson, Director, Affirmative Action/Employee Relations, (502) 852-6538 or e-mail [h0john01@louisville.edu](mailto:h0john01@louisville.edu)**

**Acknowledgment:** The University of Louisville would like to thank Dr. Karen Holt, Office of Equal Opportunity Programs, University of Virginia at Charlottesville, for her assistance and permission to use portions of the University of Virginia's Policy on Discriminatory Harassment.

## **Section 5.15**

### **Sexual Harassment Policy**

The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or participation in a university-sponsored education program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Faculty, staff, students, and administrators must adhere to this anti-harassment policy. The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are specifically responsible within their particular organizations for publicizing, implementing, and enforcing this policy.

#### **Retaliation**

Discrimination in any University employment or academic decision against persons who seek redress under the procedures outlined below is prohibited.

#### **Disciplinary Action**

If an individual is shown to have violated the sexual harassment policy, the individual will be subject, depending upon the seriousness of the violation, to disciplinary action up to and including termination of employment or expulsion from the University. The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are required to enforce this policy. Failure to do so constitutes a violation subject to separate disciplinary action.