

Valdosta State University

The Office of Student Life



Student Organization and Advisor Handbook

2022-2023

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<https://www.valdosta.edu/student/student-life/student-organizations/>

This handbook is subject to revisions throughout the academic year by the Coordinator of Student & Organizational Leadership and is not available in printed format. The most current version of the Handbook is accessible online at this URL. <https://www.valdosta.edu/student/student-life/student-organizations/>

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Section 1. STUDENT LIFE OFFICE

1.1 About The Student Life Office

Student Life offers the opportunity for students to enhance their collegiate experience with co-curricular activities. Students can become involved in more than over 200 various clubs and organizations which will aid their academic and personal development.

Student Life promotes student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multicultural needs of the student population and the university community.

2.2 Areas Within Student Life

- **Greek Life**

The Office of Greek Life's mission is to promote student development by providing opportunities for scholarship, community service, diversity programming, campus involvement and fraternal friendship by ensuring all members a high-quality and safe undergraduate experience. At Valdosta State University it is our goal to be a nationally recognized Greek Community. To fulfill this goal, we strive for continuous improvement in all aspects of scholarship, programs, services and operations.

Each chapter does their membership intake or recruitment processes individually in the fall or spring semester. If you would like more information on a specific chapter visit www.valdosta.edu/greek and find the organization you are interested in. If you have additional questions, please don't hesitate to ask the Greek Life office on the second 2nd floor of the Student Union in the Student Life Office.

- **Campus Activities Board**

The Campus Activities Board is an arm of the Student Life Office with the expressed purpose of providing entertainment, recreation, and educational programs for the University student body. CAB plans events of all kinds for students at Valdosta State University. There are concerts, comedy shows, late night events, and novelty events as well. There are events for all types of people and there are shows nearly every day of the week. Campus Activities Board committees are:

- Marketing
- Movies
- Special Events

Get involved with CAB by joining a Committee. Contact one of our CAB Officers to see how you can get involved with their committee or call 229-333-5674. Check us out on Facebook or follow us on Twitter and Instagram @CABVSU!

- **Fire Pit**

The Fire Pit is a 100% student-based organization to support Blazer pride and school spirit. The organization strives to increase the support from the community and students from

Valdosta State University athletics and school pride. Get involved in the Fire Pit and help plan events centered around athletic events throughout the year. Get involved with CAB by joining a Committee.

Contact one of our Fire Pit Officers to see how you can get involved with their committee or call 229-333-5674. Check us out on Instagram @vstatefirepit!

- **The Student Union**

The Union is an integral part of the educational mission of the college. As the center of the college community life, the Union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The Student Union facilities includes:

- The Union Theater
- Union Station Game Room
- Food Court
- Multipurpose Room (Ballrooms)
- Meeting Rooms
- Bookstore
- Lounge Space

- **Student Organizations**

Over 150 Student Organizations at Valdosta State University support the growth and development all students through a variety of interests, values and opportunities. Collectively, Valdosta State University student organizations cater to a wide variety of students across social, service, spiritual, academic, political, athletic, cultural, musical, and professional interests. Getting involved in a student organization affords any student the opportunities of leadership development, friendship, service to others, professional growth, and much more. With such a wide variety of options, there is a something to help every student discover and nurture their unique passions and individual potential.

- **Special Events**

The Student Life Office is responsible for hosting campus wide events throughout the academic year. These events include:

- **Fall Explosion**
- **The Happening**
- **Homecoming**
- **Lighting of the Palms**
- **Parents Weekend**
- **Mayhem**

For more information about our special events check out our website:

<https://www.valdosta.edu/student/student-life/special-events/>

Section 2. REGISTERED STUDENT ORGANIZATIONS (RSOs)

3.1 What are Registered Students Organizations?

Every student is encouraged to enhance Valdosta State University's campus and their own college experience by getting involved. Being a part of a student organization allows you to experience Valdosta State University in another light besides the classroom. First, student organizations add an important component to campus life at Valdosta State University by allowing the student voice to be heard and seen on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, respect, responsibility and teamwork. Statistics have shown that students involved in a student organization maintain a higher GPA and are more active on campus. Consider the organizations that Valdosta State University already offers, and if you have an idea for an organization, visit BlazerLink to get registered as a registered student organization!

3.2 Student Organization Status

- **New Organization:** Student organizations just beginning at Valdosta State University will follow the recognition process for new organizations. This process includes meeting with the Coordinator of Student & Organizational Leadership and completing the online application on BlazerLink. Applications are submitted for approval after all requirements are completed and are approved by the Coordinator of Student & Organizational Leadership. Officers will be notified if changes or additional information is required to submit their application. New RSOs will be notified via BlazerLink of their organization approval, usually within a week.
- **Re-Registering a Current Organization:** The Re-registration process occurs when organization's host their yearly elections. Student organizations must re-recognize each year to update officer contact information and to retain benefits and services for the organization. Student organizations completing the re-registration process must complete the online application on BlazerLink. Officers will be notified if changes or additional information is required to submit their application. RSOs will be notified via BlazerLink of their organization approval, usually within a week.
- **Inactive Organization:** An inactive organization looking to become active again will also go through the re-recognition process, but must meet with the Coordinator of Student & Organizational Leadership. Contact the Student Life Office at 229.333.5674 to set up an appointment if your organization has been previously established at Valdosta State University.

3.3 Classification of RSOs

- **Academic**
 - Organizations related to an academic discipline/college or professional field available at Valdosta State University
- **Club Sports and Recreation**
 - Organizations that are formed to promote recreational purposes. These organizations are managed by the Recreational Supervisor in Campus Recreation.
- **Fraternity & Sorority Life**

- Organizations affiliated with the College Panhellenic Council, Multicultural Greek Council, Interfraternity Council or National Pan-Hellenic Council.
- **Governing/Representative Councils**
 - Organizations which coordinate and/or govern a specific population or member groups
- **Honorary**
 - Organizations formed to recognize or honor excellence in a specific field and which have selective membership; i.e. requirements for membership
- **Multicultural/ Diversity**
 - Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.
- **Religious/Spiritual**
 - Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.
- **Service**
 - Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- **Special Interest**
 - Organizations promoting or related to a specific, defined interests

3.4 Benefits of Becoming a Registered Student Organizations

Benefits of Becoming a Registered Student Organization (RSO) Organizations with the status of Registered Student Organization (RSO) have:

- Access to leadership development opportunities and resources for individual and organizational development including access to leadership resources, such as books and program guides.
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
- Access to post announcements on university bulletin boards and appropriate campus structures.
- Campus posting privileges including chalking and posting flyers in compliance with the University Posting Policy
- Eligibility to win awards through the Student Life Office's Excellence Program
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Connection to other Student Affairs departments and their resources for events and programs.
- Utilization of BlazerLink to send out announcements and manage RSO operations.

- Ability to utilize the Valdosta State University (VSU) name and logo in accordance with Visual Standards.
- Assistance from the Coordinator of Student & Organizational Leadership (Student Organizations) in starting and maintaining a student organization and consultations to help in organizational development

3.5 STARS

STARS (Student Training and Rewards System) is an initiative of the Office of Student Life. The program cultivates and supports student learning and development through co-curricular activities, training, policy enforcement, advocacy and serving as a resource to the university's 200 plus registered student organizations.

STARS is a collection of awards in various categories which recognizes exemplary student leaders and student organizations that fulfill their mission while making exceptional contributions to student development and the Valdosta State community.

STARS is used to measure an organization's progress in areas of organizational effectiveness, leadership, diversity, creativity, teamwork and service.

3.6 Expectations of RSOs

At Valdosta State University, RSOs are granted privileges and resources. In exchange, it is essential to adhere to and fulfill the following expectations of being a registered student organization.

RSOs will:

- Complete the annual registration process with the Student Life Office by submitting all require information on BlazerLink, participating in the RSO workshops, and making timely updates to organization's information (officers, constitution, etc.) as changes occur.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Valdosta State University, including the Valdosta State University Student Code of Conduct and the Student Organization Handbook.
- Remain in good standing with all Valdosta State University campus departments and conduct themselves in a manner that correlates with the mission of the University.
- Obey the rules and regulations expressed in the organization's constitution, including the non- discrimination and non-hazing requirements for membership.
- Meet all financial obligations incurred by the organization and abide by the SGA Finance Guidelines when applicable.
- Obtain a Valdosta State University Foundation account or checking account with bank to secure the organization's funds.
- Ensure proper planning and execution of organization events, and consult with the Student Life office for help with event policies and contract management.
- Provide sufficient training during the officer transition process.

- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits granted to the organization.
- Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages
- Organizational activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular operation of the University, are prohibited.
- No organization shall commit, encourage, condone or contribute to violations of University statutes and regulations, and policies of the Board of Regents, of the Laws of Georgia and the United States.
- Conformance with organizational purpose- Activities or organizations must be in conformance with their application's stated purposes.

Section 4. REGISTRATION AND REVIEW

4.1 Process for Registration

All groups applying must follow these procedures to become a Registered Student Organization.

In beginning the registration process, all registered student organizations must attend the Student Organization Summit. The training will familiarize organizations with the registration process, the benefits of being an RSO, the expectations of an RSO, the Student Union policies, event submission procedures, and funding/ fundraising procedures. The RSO President and Event Coordinators of the organization must complete the training. In order to stay in good standing with The Office of Student Life RSOs are required to complete the workshop in addition to completing the registration process.

4.2 Transition for All Registered Student Organizations

All Registered Student Organizations must...

- Transition status each year to receive full RSO benefits. Any group which renews after this time or is chartered during the fiscal year will be on provisional status. Late organizations will only receive provisional status after meeting all the requirements set for the year.
- Maintain a minimum of five (5) fully matriculated members.
- Maintain a President and Event Planner who is currently enrolled as a student at Valdosta State University in good standing.
- Not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.
- Abide by all policies, rules and guidelines of Valdosta State University, and Student Life in addition to federal, state and local laws.
- Have no outstanding debts to Valdosta State University or affiliated corporations.

- Have an advisor who is a full time VSU faculty, staff or administrator. If at any time an advisor resigns, the student organization has one month to find a new advisor while on provisional status. If they cannot find an advisor they will be placed on the inactive list.
- Report use of off-campus facilities. RSOs which use non-campus property (property owned or controlled by the RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, proof of insurance, certificate of building inspection and proof of fire inspection must be provided when registering as a student organization. It is the expectation of Valdosta State University that non-campus property will be inspected by the appropriate local and state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August-July.
- Comply with Valdosta State University policies, including the Student Code of Conduct.

4.3 Criteria for RSOs and Review Procedure

Registration shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. Registration shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the University or any of the following:

- The regular and orderly operation of the university
- The requirements of appropriate discipline within the university community.
- The academic pursuits of teaching, learning, and other campus activities.
- The laws or public policies of the state of Georgia and the United States
- The statutes and regulations of the university and the policies of the Board of Regents for the University System of Georgia.
- The composition of the organization's membership is not composed **entirely** of Valdosta State University students

If the Student Life Office denies registration, the organization may appeal the decision to the Associate Director of Student Life who shall review the same registration and affirm, reverse, or modify the decision. If the Director of Student Life holds the decision of the Coordinator of Student & Organizational Leadership there are no further avenues of appeal. All proposed organization will be notified in writing once approval for registering has been granted. This is the final phase of the registration process.

An organization seeking registration must meet with the Coordinator of Student & Organizational Leadership to start the process of becoming a Registered Organization. After the initial meeting the organization must complete the follow items:

- Constitution with following items within the document:
 - The name of the organization.
 - Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.

- Qualification of membership – what does it take to be a member of your RSO?
- President and Event Planner must be a VSU Student currently enrolled in good standing.
- Officer position and structure – how are your officer positions selected and organized?
- Non-Discrimination Statement and Anti-Hazing Statement
- Number of students wishing to join (must be 5 or more students), unless approved by the Coordinator of Student & Organizational Leadership.
- Valdosta State University full-time Faculty or Staff Advisor (name, phone number and VSU email)
- Explanation of any extra-campus affiliation (e.g. national parent organization)

Once all of the above-mentioned items are submitted to the Coordinator of Student & Organizational Leadership, they will set up another meeting to complete the registration process and review any policies with the organization.

The Student Life Office will examine each application and reject those not submitted in the proper form. A representative from the prospective organization may request a hearing on the proposed registration and, if necessary, may appoint a registration committee to review all facts pertinent to the establishment of such an organization on the Valdosta State University campus.

4.4 Eligibility for Membership and Officer Status

- Active membership shall be confined to currently enrolled Valdosta State University students.
- Twelve credit hours is the minimum course load for any student participating in a student organization.
- A student must maintain a semester GPA of a 2.0 to be a member of a student organization and must keep a 2.0 GPA per semester to remain a member in good standing. A student must have and maintain a 2.5 GPA per semester to be eligible to serve as an officer of a student organization. Organizations have the right to raise or require a higher GPA for membership or officers.

4.5 Membership Selection Policy

The University's commitment to inclusiveness, membership in a student organization must be nondiscriminatory and open to the entire Valdosta State University student body.

An exception to this policy will be granted for Greek-affiliated organizations and performing arts groups. Performing art groups that wish to select members for performances based on special criteria such as talent and individual merit, academic councils which require enrollment in a particular college, or class committees which require attainment of a particular class standing. Any other group that believes selective membership is warranted must receive the approval of the Coordinator of Student & Organizational Leadership and the appropriate advisory board. All such groups will be required to demonstrate that their selection process is integral to the success of the group, is openly advertised and fair and is non-discriminatory. This process will be reviewed annually.

4.6 Organization Size

A group must have a minimum of five (5) currently enrolled full-time student members in order to be considered eligible for benefits. In order to preserve opportunities for students to gain leadership experience, other individuals within the University academic community may participate in a group's activities or programs but may not be members or otherwise attempt to direct, lead or inappropriately influence the group's activities. Only members of the University academic community are eligible for participation in a student organization.

Section 4: LIABILITY INFORMATION

It is understood that Valdosta State University holds each organization responsible for the actions of its members and their guests at all times. Furthermore, it is understood that all student organizations will abide by the Valdosta State University Code of Conduct. It should also be noted that if disciplinary actions are taken against a student organization, the disciplinary process under Appendix B of the Student Code of Conduct would be followed.

Although the University cannot provide constant, on site supervision of all activities, it does reserve the right to attend organization functions as well as enter any premises under the control of an organization when it deems necessary. Valdosta State University also reserves the right to discipline organizations and individual students when there is evidence of misconduct or the alleged violation University rules, regulations or outside laws are brought to the attention of the University. Your organization can be held accountable for upholding the Valdosta State University student code of conduct even if the event is held off-campus.

Section 5: FINANCES AND FUNDING

5.1 Usage of Organization Dollars

- Use of allocated student activities fee funds must conform to the purposes and practices approved by the allocating authority. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds. Any organization not in good financial standing with the university will not be permitted to use University facilities.
 - Active membership shall be confined to currently enrolled Valdosta State University students.
 - 3 credit hours is the minimum course load for any student participating in a student organization.
 - A student must maintain a semester GPA of a 2.0 to be a member of a student organization and must keep a 2.0 GPA per semester to remain a member in good standing. A student must have and maintain a 2.5 GPA per semester to be eligible to serve as an officer of a student organization. Organizations have the right to raise or require a higher GPA for membership or officers.
- Information to be submitted to the Director of Student Life:

- Each organization must designate an officer to attend an updated meeting at the beginning of Fall semester. Each organization must complete a registration update form on BlazerLink both Fall and Spring semesters. The transition form must be completed by the date that is required by the Coordinator of Student & Organizational Leadership.

5.2 Money Transfer Apps

Money transfer apps include: Venmo, CashApp, Zelle, Facebook Pay and any other apps that transfer money through a peer to peer model. Student Organizations are allowed to use such applications following the policy.

- Only one transfer app account is allowed to be used at the event.
- The balance of the account has to be at \$0 and a screenshot of the balance must be sent to another member (President or Treasurer) and their advisor.
- Each transaction that happens through the app must receive a receipt, one for the purchaser and one for the organization.
- After the event, the balance should be screenshotted and sent to the same member (President or Treasurer).
- The receipts are tallied and compared to the total on the money transfer app.
- The account holder of the money transfer app should withdraw and deposit the money via check or cash to the organization back account within 48 hours of the end of the event.
- The money transfer post event form should be fill out within 48 hours of the event to notify Student Life of the handling of the money.

Section 6: EVENTS

6.1 Registration

Any group planning to host an event, which meets any and/or all of the following guidelines, must submit a completed RSO event registration form at least five (5) business days prior to your event. Events cannot be advertised until final approval from The Office of Student Life has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, agree on the expectations and execution of the plans for the event.

1. One hundred (100) or more people will be attending
2. Money will be exchanged (includes selling tickets)
3. The event is open to and purposefully marketed to the general public (more than three of the following items are used: Facebook, poster, handbill, texting message, website, formal invitation, Twitter, organizational calendar, information table)
4. Alcohol will be served
5. Food will be served or sold
6. The event requires the RSO to enter into a contract with another entity
7. The event is outdoors and on-campus

6.2 Student Union Reservation Policy

The Student Union Reservations Office reserves the right to determine a space request's priority tier. Reservations submitted on time are accepted on a first come, first served basis.

- A request for space does not guarantee that a space will be assigned. The Student Union Reservations Office reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies and/or if the event is not in keeping with the primary mission of the Student Union. Documentation will be provided with the reasons for the denial. Requests must be submitted via the Electronic Event Request Form. No oral or tentative reservations will be accepted. No advertisement should be posted until the requestor receives a final event confirmation.
- All requests for tables, chairs, audio-visual equipment, staging, public address equipment, etc., and room set-up must be made at the time of the reservation. Any reasonable room set-up changes to the request must be made by noon two days prior to the event. Changes to equipment needs must be made by noon the day before the event. Any changes made to scheduled weekend events must be made by noon on Thursday.
- Please retain a copy of your event confirmation for your records. Only the Primary or Secondary Contact Person may change a room reservation. Reservations are non-transferable. Groups may not contact other groups to negotiate or bargain for space. RSOs will be held accountable for the actions of their members and guests at all times.
- To reserve space for an event in the Student Union, RSOs will need to complete the online reservation form.
Online Reservation Form
<https://emsweb.valdosta.edu/>
- For more information about reservations, visit the links below or call the Student Union Reservations Office at (229) 333-7047.

6.3 Other Campus Facilities

- Many other facilities are available for RSOs to use on campus for meetings and/or events. Each department has separate reservations processes and policies, so check with them for more information. Make sure you are aware of all the policies regarding using these spaces on campus when you make your reservation.
- VSU Facilities and Rental Use Policy
- <https://valdosta.policytech.com/docview/?docid=98&public=true>

6.4 Classes First

Student Life recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. It is important that students and RSOs ensure that academic classes are the first priority before organization events or meetings. Student Organizations must make every effort to schedule around their members' academic schedules for mandatory events. If that is not possible, the organization should schedule a makeup time for that member.

6.5 Student Life Equipment Rentals

Student Life has equipment for checkout to VSU campus organizations, clubs on a first come, first served basis. Equipment is for use mainly on the Valdosta State main campus.

Reservations must be made at **least five (5) business days in advance of the event** by completing the Student Organization Request Form via BlazerLink. Equipment requests are considered on a timely basis and must be signed before getting approval. Once a decision is made, Student Life will contact the group by phone or email.

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case by case basis according to the availability of the equipment.

Equipment used after normal office hours should be returned to the Student Union Building Manager office. Overnight check-out of some equipment is allowed, but the student organization advisor or a full-time departmental staff member must also sign the equipment request form. Damage to equipment during use due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and forfeit the group's equipment use privileges for the remainder of the semester.

Equipment not returned on time will be charged a fee of \$5.00 per hour for the first three hours. After three hours, a charge of \$40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment. If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time, not picked up as requested, or returned damaged will result in forfeiture of equipment use for a full semester's time. Student Life reserves the right to approve or reject any request.

6.6 Food Options

- Valdosta State University has contracted with Aramark to provide all food service, including catering, for the Student Union. All groups wishing to have food at their event need to contact Catering, conveniently located next door to the Student Union Reservations Office. Donated food will be allowed. Donated food is defined as food that is brought in by the users and not delivered (i.e. Pizzas, sub sandwiches, etc. - prepackaged, premade foods).
- Organizations are prohibited from cook food on campus unless it is in conjunction with University Catering (Aramark) or an approved vendor. Exceptions to this policy may be approved by Event Services or the Student Union Reservation Office.
- Parades, student rallies, and other such gatherings:
 - Must be limited to areas designated by either the published notice for such activities or designated by the General Public Forum Venue policy as described in the Student Handbook's Code of Conduct, Appendix D.
 - Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Dean of Students Office and the Department of Public Safety, before they may be undertaken, as well as with the proper civil authorities if the event is held off-campus.

- Use of facilities, equipment, and other University property shall be subject to reasonable scheduling by the Events Services Office in order to promote fair sharing of their use.

6.7 Amplified Sound/ Noise Policy

Organizations seeking events that involves amplified sound must indicate this when completing the Event Registration Form. This includes events in which the organization will not be using equipment provided by the Office of Student Life or Student Union such as a DJ that provides their own equipment. The Office of Student Life reserves the right to deny the use of amplified sound if excessive noise will disrupt academic or religious pursuits or the sleep environment in the residence halls. Quiet hours in the residence halls are from 11pm- 10am. Music with vulgar or explicit language is prohibited.

6.8 Events with Alcohol

The Student Life Office recommends that all events where alcohol is present take place at an insured and certified third-party vendor. It is the event host's responsibility to implement a sound risk management plan and ensure all social events taking place where alcohol is present conform to the following standards as well as the Valdosta State University Alcohol Policy stated in the Student Code of Conduct:

- Registered Student Organizations at Valdosta State University may not host, financially support or participate in any event open to the general public where alcohol is permitted. Any exception must be reviewed in consultation with the Associate Director of Student Life or their designee at least 72 hours prior to the beginning of the event. Registered Student Organizations may host closed events where alcohol may be present and where invited guests may be in attendance, subject to compliance with state and federal law, local ordinances and University regulations.
- All social events where alcohol is present will be private events. A private invite is limited to the members of the host organization and their invited guest. The event must also be BYOB (bring your own beverage) or closed functions using a third-party vendor to handle the alcohol. The host organization cannot purchase alcohol with organizational funds or participate in the purchase of alcohol in any other manner (no bar tabs, use of personal checking accounts, pooling of funds or "passing the hat," etc.).
- Alcohol products above 15% ABV are PROHIBITED in any organization facility or at any organization event, except when served by a licensed third-party vendor.
- The total number of persons present may not exceed three times the membership of one host organization or 100 guests, whichever is greater. Any exception must be reviewed in consultation with the Associate Director of Student Life or their designee at least 72 hours prior to the beginning of the event.
- The event, on or off campus, must be registered with the Student Life Office at least 72 hours prior to the beginning of the event.
- A sign shall be conspicuously displayed at all entrances indicating the event is restricted to members and invited guests and stating the ending time of the event.

- If alcohol and invited guests are present at an event, the host organization must provide adequate identifiable security personnel or other security measures to ensure the safety of others in attendance during the entire event, including the 30-minute allowance for crowd dispersion at the end of the event.
- Advertising on campus or social media of a social event where alcohol may be present is prohibited.
- Each person attending the event is responsible for bringing their own alcohol for personal consumption (no more than one six pack of beer per person). Underage persons may not bring alcohol into any social event hosted by a registered organization. The Registered Student Organization is responsible for ensuring individuals bring in and consume only their own alcohol.
- Registered Student Organizations are responsible for taking steps necessary to prevent uninvited guests and noticeably intoxicated people from entering the event; to prevent underage persons from bringing alcohol into the event; to prevent persons from leaving the event to drink, then being readmitted to the event; and to make certain individuals do not leave the event with open containers of alcohol.
- All common source containers of alcohol, including but not limited to, kegs, community coolers (cooler shared with others), punch bowls, bulk quantities, and any other container that may be shared with others, are prohibited.
- All entrances and exits to the event must be monitored at all times. ALL registered organizations hosting a private party are responsible for providing a certified law enforcement officer to check IDs of all those attending to assure compliance with the State of Georgia's legal drinking age requirements.
- Glass bottles are strictly prohibited at any social event, unless provided by a third-party vendor.
- The host organization is responsible for ensuring that a safe means of transportation is available for its member and guests such as cabs or designated drivers.
- Registered Student Organization must also conform to all standards established by their respective national organizations regarding social events with alcohol present.
- Any outdoor event must be registered with the Valdosta-Lowndes County Police Department or other local municipalities, where required, if the event does not occur on University property.
- All social event forms are to be turned into the Office of Student Life. Compliance to these policies is the responsibility of the host social organization. Failure to comply with this policy may result in referral of the student organization to The Student Conduct Office. Any questions should be directed to the Associate Director of Student Life or their designee.

6.9 Film Screening Guidelines

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as “educational fair use” exemptions granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must

be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described by the three criteria below. Only one of these three criteria must be met to authorize a screening event.

It is the sole responsibility of the RSO to ensure that one of these criteria has been met prior to their screening event. The failure of an RSO to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

- Provision is made with the Campus Activities Board or its program advisors to obtain a license and rent the film through a theatrical or non-theatrical vendor. CAB and its advisors will then obtain a license and, in most cases, provide the film to be exhibited. Unless other arrangements are made with CAB, the RSO will be billed for the licensing fee.
- The RSO will assume responsibility for obtaining the license from the film's non-theatrical distributor. Contact information for most distributors may be obtained from Student Life. A copy of the distributor's invoice and a record of payment for the license are required to be submitted to Student Life prior to the screening. All text on these copies must be legible, including the distributor's contact information.
- Permission to publicly display the film is obtained from the copyright holder or their agent. A letter providing clearance is required for Student Life 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 Valdosta State University and the sponsoring organization, are granted permission to screen the film under the specific circumstances described.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by criteria #2 and #3 should be provided to Student Life with the organization's event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, Student Life has 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).

6.10 Auction Events

RSOs are permitted to host silent or in-person auctions for merchandise or donated professional services (e.g. certificate for free manicure). RSOs are not permitted to host auctions of any type that offer acts of personal servitude outside of professional services through a licensed vendor or business (e.g. date auctions). Events like these may be considered as sexual discrimination and/or hazing.

6.11 “Pieing” Events

RSOs are permitted to host “pieing” members event with items such as whip cream and other ice cream toppings to help raise money for the organization. Due to the nature of the whip cream staining the concrete walls and sideways on campus, it will be required at all “pieing” events will need to take place on Converse Square grass. RSOs must provide water and paper towels for the participates to clean themselves up. Any “pieing” events outside of the aforementioned approved location will be a violation of this policy and the RSO will be responsible for all costs with clean up and maintenance.

Section 7. TRAVEL

RSO traveling to an activity, whether or not that event is sponsored by the registered student organization or utilizing university funds or resources, must complete an [Authority to Travel Form](#). “Travel” is defined as any time a student organization leaves Valdosta/Remerton area for organization-related business. The necessary forms can be accessed through the university website [Travel Procedures](#).

Recognized Student Organizations are reminded that travel should generally not be required of the organization’s members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Please note students will be held to all institutional policies, state and federal laws while traveling and representing the organization and university. For example, if the RSO, VSU Fun is traveling together for Spring Break, an Authority to Travel Form is not needed if they are just going somewhere and the common thread is they are all in the same organization. However, if the group is traveling on Spring Break and attends a conference or conducts a game watch, the Authority to Travel Form would be necessary.

Section 8: MARKETING AND RECRUITMENT

8.1 Advertising and Publicity

RSOs must make sure that all materials used to advertise for meetings or events are approved by the Student Life Office or Event Services. These materials or advertising strategies include:

- Indoor signage at event site
- Outdoor banners/ sheet signs approval of sign from Student Life.

- Use the Union TV's to advertise, all flyers must be approved by Student Life.
- Bulletin board postings
- Sidewalk Chalk
- Bus Banners (contact Parking and Transportation)
- Print Shop
- Email Messages for the list-serve may be e-mailed to activites@valdosta.edu
- University Relations Calendar of Events
- VSU- TV
- Spectator
- BlazerLink flyer board
- ** Remember The Happening campus event each Fall, reserves a table for your organization.

8.2 **Organization Publications**

- Student organization publications shall not contain material considered obscene or defamatory as defined in the Code of Georgia, Section 16-12-80b or which may create a substantial likelihood of material interference with the regular and orderly operation of the University.
- Student organization publications shall abide by the guidelines and policies established by the University.
- Student Organizations can post flyers around campus in approved posting areas. If an organization posts publication in unapproved locations the poster will be removed.
 - If an organization is found to be violating this policy frequently they may lose their posting rights.

8.3 **Sheet Sign/ Banner Policy**

The following policy is designed to allow registered, in good standing, student organizations, administrative and academic departments, and individual employees to properly post sheet signs and banners on the VSU campus in a manner consistent with the mission of the University.

All banners and sheet signs to be displayed on the VSU campus must be approved by the Office of Student Life through the Student Organization Request Form. Banners/sheet signs must be sponsored by a VSU department or registered organization.

- To be hung on the University Center building must be approved by the Office of Event Services (University Center, 333-5998). Two weeks advance notice is required The Office of Plant Operations must be contacted to hang the sign (333-5875).
- To be hung in front of the Student Union must have additional approval by the Office of Student Life (Student Union, 333-5674)
- To be hung on VSU shuttle buses must be approved by the Parking and Transportation Office (Sustella Parking Deck, 293-PARK.).
- May be hung from trees (but not Pine Trees or trees surrounding the Student Union or on the Front Lawn). No Banners or Sheet Signs may be hung from or attached to buildings, fences, lampposts, or walls.

- Can be displayed up to ten (10) days before the event and both the Banner/Sheet Sign and the Rope or Twine must be removed by the sponsoring organization or individual within one day after the event. In special circumstances, approval may be granted for longer display periods. Materials for creating or hanging sheet signs/banners are not provided by the Office of Student Life.
- a) Must include the Name of the VSU sponsoring organization(s), department(s), or individual(s); b) the Date, Time, and Location of the program or event (if applicable); and c) the Required Office of Student Life Approval.
- May not be obscene or defamatory, and must not violate University, federal, state, or local laws.
- May be hung/attached using only. Twine, String or Rope and must not be attached in ways that will cause damage to trees, light posts, or other objects. All String Twine, Rope, etc. must be removed within one day after the event. May not be suspended from the walkway over Oak Street. May not be displayed in areas that will obstruct traffic or the normal use of facilities.
- Will be approved on a first come, first served basis.
- The Office of Student Life is not responsible for any loss of or damage done to a banner/sheet sign posted on the VSU campus.

Any Banners/Sheet Signs which violate this posting policy will be removed regardless of content or sponsoring entity, and disposed of by the Office of Student Life. The first time this policy is violated; a warning letter will be issued to the responsible organization or individual. Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, staff member, or student organization that destroys, defaces, or removes banners/sheet signs without permission will be referred to the Student Conduct Office.

The University reserves the right to impose reasonable restrictions and/or requirements concerning time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those outlined in this policy. The university reserves the right to update and amend this policy at any time.

8.4 Yard Sign Posting Policy

The following policy is designed to allow registered, in good standing, student organizations, administrative and academic departments, and individual employees to properly post yard signs on the VSU campus in a manner consistent with the mission of the University. All yard signs to be displayed on the VSU campus must be approved by the Office of Student Life through the Student Organization Request Form. Yard signs must be sponsored by a VSU department or registered organization.

- To be placed at the University Center building must be approved by the Office of Event Services (University Center, 333-5998).

- To be placed in front of the Student Union must have additional approval by the Office of Student Life (Student Union, 333-5674).
- Must be placed at a location where there is grass.
- No Yard Signs may be placed on the Front Lawn.
- Can be displayed up to two (2) days before the event and the Yard Sign(s) must be removed by the sponsoring organization or individual within one day after the event. In special circumstances, approval may be granted for longer display periods.
- a) Must include the Name of the VSU sponsoring organization(s), department(s), or individual(s); b) the Date, Time, and Location of the program or event (if applicable); and c) the Required Office of Student Life Approval.
- May not be obscene or defamatory, and must not violate University, federal, state, or local laws.
- May not be displayed in areas that will obstruct traffic or the normal use of facilities. This is also to ensure accessibility to campus.
- Will be approved on a first come, first served basis.
- The Office of Student Life is not responsible for any loss of or damage done to a yard sign posted on the VSU campus.

Any Yard Signs which violate this posting policy will be removed regardless of content or sponsoring entity, and disposed of by the Office of Student Life. The first time this policy is violated; a warning letter will be issued to the responsible organization or individual. Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, staff member, or student organization that destroys, defaces, or removes banners/sheet signs without permission will be referred to the Student Conduct Office.

The University reserves the right to impose reasonable restrictions and/or requirements concerning time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those outlined in this policy. The university reserves the right to update and amend this policy at any time.

8.5 Sidewalk Chalk Policy

Sidewalk chalk can only be used on campus walkways.

- Only water-soluble chalk may be used for sidewalk chalking.
- Chalking is strictly prohibited on vertical surfaces such as building walls steps, columns, etc.
- Chalking is limited to the following horizontal surfaces and Student Union front entrance. Please contact the Office of Student Life for additional information.

- Any student or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over.
- Removal of substances that damage university property shall be the responsibility of the persons or parties established as the violators and reimbursement for any restoration costs (i.e., paint removal, cleaning, removal of residual substances, and so on) will be responsibility of the violating party.
- Chalking space can be reserved for a week at a time. After one week, the sponsoring group must remove the chalk from the sidewalk.
- Student organizations can request to chalk by the Student Organization Request form at least 2 business days in advance.

8.6 Student Union Digital Flyer Policy

Advertisements on Student Union TV Screens:

- Can be displayed 10 business days prior to the event and will be removed promptly after the event is over. Submit all requests for advertisements at least three (3) business days before you want the advertisement posted.
- Must include the name of the sponsoring organization(s), department(s), or individual(s) and the date, time, and location of the event.
- May not be obscene or defamatory and must not violate University, federal, state, or local laws.
- Will be approved on a first-come, first-serve basis.

Any advertisements which violate this policy will not be approved by the Office of Student Life for posting regardless of content or sponsoring entity. The University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy. The University reserves the right to update and amend this policy at any time.

Section 9: UNIVERSITY POLICIES AND PROCEDURES

9.1 Code of Student Conduct

University students are expected to assume responsibility for their behavior. They must understand that being under the influence of drugs and or alcohol does not lessen their accountability. All students in the University community will be held accountable for inappropriate behavior while under the influence of drugs and or alcohol via the appropriate campus and community disciplinary procedure. Students shall obey all local, state, and federal laws regarding the possession, consumption, manufacture, and sale of alcoholic beverages or controlled substances. The United States Department of Education regulations stipulate that those “who engage in the unlawful manufacture, distribution, dispensation, or use of any controlled substance” may lose their federal financial aid.

9.2 Mediation and Reporting of Concerning Behavior

As a resource to student organizations, Student Life can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incidence to the University by ways of Student Life. To request mediation of any issue please contact the Coordinator of Student & Organizational Leadership.

RSO Temporary Suspension Policy:

Any RSO that is subject to review by the Bias Incident Team, Student Conduct Office, Student Life or is under investigated by the University for any Student Organization and Advisor Handbook reason will be placed on a temporary suspension by Student Life.

Temporary suspension will not allow RSO's to engage in the following:

- Recruit new or potential members
- Have events that include but are not limited to those outlined in section 6 of the RSO and Advisor Handbook.
- Apply for any organizational funding through Student Government Association
- Any funds already dispersed will be frozen until suspension is lifted.
- Social Media usage
 - This includes, but is not limited to social media sites such as Twitter, Facebook, Instagram, etc.
- Others as placed by Student Life

Once a report has been submitted, the BlazerLink Portal of the RSO in question will be made inactive by Student Life until the investigation has ended and recommendations have been given. By being made inactive the RSO will no longer show up in the search bar and will not have any access to the functions available. Those groups will also be removed from the EMS system that allows them to reserve rooms on campus.

When Student Life has confirmation that the investigation has ended, and that the RSO has completed all required sanctions, they will then meet with Student Life staff to discuss the process for regaining active organization status.

If there is a concern about an RSO please submit a report here:

<https://cm.maxient.com/reportingform.php?ValdostaStateUniv>

9.3 Alcohol Policy

- The use, possession, or transportation of alcoholic beverages is prohibited by students under the age of 21.

- If a student is under the influence of alcohol and under the age of 21, he/she will be cited for underage consumption of alcohol and referred to the appropriate authorities for disposition by the appropriate judicial process.
- No student shall be in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd, or unbecoming language.
- The consumption of alcoholic beverages or possession of an open container of alcoholic beverages on University property is prohibited in public areas. (A public area is defined as any area outside of an individual's living quarters.) Students over age 21 who publicly consume alcohol or possess an open container of alcoholic beverage on University property are considered in violation of this policy.
- No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
- Serving alcohol to someone who is visibly intoxicated is prohibited.
- Any VSU Registered student organization that sponsors, permits, or allows social event with alcohol, and fails to prevent the consumption of said alcohol by underage attendees via established University guidelines, will be cited for violation of Paragraph A, 1 and 5, Paragraphs L, and R of the Student Code of conduct, and will be dealt with as an organization.
- No alcohol may be purchased with student activity organization funds.

9.4 Drugs Policy

Drugs Valdosta State University, as a comprehensive university within the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988, the Drug Free Schools and Communities Act of 1989, and the Drug Free Postsecondary Education Act of 1990. Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination. Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one's employment or enrollment, will result in appropriate disciplinary action. This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of the Vice President for Student Affairs.

9.5 Hazing Policy

This policy applies to all Valdosta State University students, clubs, and registered student organizations. All rituals and ceremonies of induction or private actions by individuals, which tend to occasion or allow mental or physical suffering, are prohibited. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school rules. Activities considered to be hazing include two elements:

- Coercion, either overt or covert, and (2) production of physical or mental discomfort, in either the participant(s) or spectators. Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion even if the activity is defined as “voluntary”.
- Paddling in any form, physical and psychological shocks and creation of excessive fatigue are always considered hazing. Other activities which very often carry with them elements of hazing are: quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the community. This is not to be considered an all-inclusive list.

9.6 Non-Discrimination Policy

Valdosta State University is committed to maintaining a fair and respectful environment for living, working and studying. To that end, and in accordance with federal and state law, Board of Regents’ policy, and University policy, the University prohibits any member of the faculty, staff, administration, or student body from discriminating against any other member of the University community because of that person’s race, gender, sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran.

- **Definition:** Valdosta State University is committed to maintaining a fair and respectful environment for living, working and studying. To that end, and in accordance with federal and state law, Board of Regents’ policy, and University policy, the University prohibits any member of the faculty, staff, administration, or student body from discriminating against any other member of the University community because of that person’s race, ethnicity, color, national origin, sex, sexual orientation, gender, gender identity and/or expression, pregnancy, genetic information, religion, age, disabled status or status as a veteran, and other categories protected under the law.

9.7 Off Campus Programs and Activities

Students who feel that they have experienced discrimination while participating in off-campus programs and activities should immediately report such incidents to the program director or the Affirmative Action Officer. Off-campus programs and activities include, but are not limited to, study abroad programs, internships, student teaching and applied learning experiences.

9.8 Sexual Harassment Policy

Sexual Harassment is not tolerated at Valdosta State University.

Valdosta State University provides an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals engaged in such conduct will be subject to disciplinary action up to and including termination. The university encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment to the Office of Social Equity and/or the Affirmative Action Officer.

Scope: This policy applies to visitors, applicants for admission to or employment with the university, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors or contractors.

Definitions:

- The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
- The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

9.9 Student Dissent Policy (Freedom of Expression)

Valdosta State University is a learning environment based on trust and mutual respect in which open dialogue, vigorous debate, and the free exchange of ideas are welcome. The University is equally dedicated to the core values of community, including a commitment to practice civility, integrity, and citizenship. The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and Valdosta State University is committed to protecting those rights.

While Valdosta State University will enact policies to promote campus safety, to ensure the proper functioning of the academic environment and other important institutional objectives, these policies will not unduly burden the free expression rights of students, faculty and staff. Any parameters placed on time, place, and manner of expression will not be based on the content of the expression. To better facilitate the free exchange of ideas, Valdosta State University provides the stage on the Palms Quadrangle on main campus, which is located next to the primary student dining facility and several student residence halls, as a public forum. Valdosta State University may designate alternative area(s) to accommodate large crowds or other special requests.

This Public Forum Venue is generally available from 9:00am until 7:00pm, Monday through Friday, provided that the area has not previously been reserved. To avoid conflicts in scheduling, reservation requests for the general Public Forum Venue are made through the Dean of Students Office. A two-business day notice is suggested for requesting this space. Areas will be assigned on a first come first serve basis.

Provisions for use of the area:

1. There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
2. There shall be no interruption of the orderly conduct of University classes or other University activities.
3. No commercial solicitations, campus sales, or fund-raising activities shall be undertaken that are not sponsored by or authorized by the University.

4. The person who makes the reservation shall be responsible for seeing that the area is left clean and in good order.

9.10 Student Union Policy

- Alcohol is **not** permitted in the building except during those on-campus events that comply with the VSU alcohol policy.
- Non-Service Animals are not allowed in the Student Union.
- Art objects, pictures, and furnishings are placed throughout the Student Union not only to enhance the beauty of the building, but also to provide a cultural atmosphere for the aesthetic education of the university community. These items are not to be removed from their location except by authorization from the Student Life Office. When new art or furnishings are purchased, such items should be listed with the Student Life Office so that they may be inventoried.
- Damage to fixtures, equipment, and/or any other property of the Student Union shall be billed to the individual who caused the damage. The cost of repair and replacement will be determined by the Assistant Director of the Student Union.
- Food may be eaten in the food court area and in any of the lounge space areas. It is the responsibility of the person eating the food to do so in a clean and courteous manner. Dispose of all trash in the waste cans provided. If an accidental spillage happens, please notify the Information Desk as soon as possible.
- Furniture in the building may be moved to accommodate conversation but must be moved back into place when leaving the area. No furniture is to leave the designated area in which it was found. No inside furniture is to be moved outside or outside furniture moved inside.
- Gambling of any kind is **not** allowed in the building.
- Loitering is not permitted in the Student Union by persons not directly affiliated with VSU. The Student Union is for use by VSU students, faculty, staff, and their invited guests. Professional and/or student staff may ask anyone at any time to provide a VSU ID. University Police should be contacted immediately if an individual is suspected of loitering.
- Panhandling and/or begging is prohibited in the Student Union. Persons panhandling or begging should be advised that this is contrary to Union and University policy. Persons who continue to panhandle or beg after being advised of this policy shall be reported to University Police.
- Posting of all material shall be under the supervision of the Student Life Office staff and shall follow the established policies for distribution and posting of printed materials in the Student Union. (See specific policy in this manual.)
- Reserved areas are to be used only by those who have an approved reservations contract issued by the Office of Student Life. A copy of this contract should be kept by the user at all times during the scheduled event.

- Skates, skateboards, bicycles, wheelies, scooters and similar items are **not** allowed in the building.
- Shirts and shoes must be worn by all persons entering and/or using the Student Union.
- Tobacco products of any kind are **not** permitted in the building.
- Use of Student Union by those under the age of 18 is **not** permitted unless they are attending or participating in a Registered university function or program or in the immediate supervision of their parent/guardian who is a VSU student, faculty, or staff. Anyone under the age of 18 who is not part of the above stated Registered groups will be asked to leave, and University Police will be contacted. The Student Union shall not serve as a child care facility and will not assume the liability for the supervision for minors.