<div align="center">**Student Organization Event Application Procedures**
Updated July 28, 2025 (changes to previous indicated in yellow highlight)</div>

A registered student organization (hereafter, "student organization") may use university facilities and campus grounds as permitted by these procedures as well as UNT policies, including 07.019 (Student Organizations), 11.001 (Facilities Use Coordination), 07.006 (Free Speech and Public Assembly on Campus Grounds), and 04.013 (Solicitation, Signs and Postings). Student organizations are responsible for reading and following all procedures and policies applicable to the event process.

The Student Activities Center establishes the following procedures which student organizations must follow when hosting an event in university facilities or on campus grounds. Student organization events include meetings, functions, and programs, but exclude expressive activity covered under the Free Speech and Public Assembly on Campus Grounds Policy and "tabling" covered under the Solicitation, Signs, and Postings Policy.

Event Application Completion

To host an event in university facilities or on campus grounds, a student organization must submit an Event Application in OrgSync. An exception for this requirement is granted for student organizations that are advised by:

- The Center for Fraternity & Sorority Life and that have houses on campus grounds. These student organizations are not required to submit an Event Application for:
  - Their organizational/business meetings held within their houses, or
  - An event held at their house that: (a) includes only members of the chapter or their advisors, and (b) does not include a risk factor* such as alcohol, cookout, or an inflatable.
- Rec Sports as part of the Sport Club Committee, in spaces managed by Rec Sports.
- Housing and Residence Life, in spaces managed by Housing and Residence Life, unless the event includes a risk factor* such as attendance of 150 or more, cookout, or an inflatable.
- Texas Academy of Mathematics and Science (TAMS), inside McConnell Hall, unless the event includes a risk factor* such as attendance of 150 or more, cookout, or an inflatable.

Student Activities will notify student organizations when the Event Application opens for one-time and series/recurring requests, for the upcoming term.

Any representative wishing to submit an Event Application on behalf of the student organization should watch the Event Management training video prior to their first submission.

When submitting an Event Application, the student organization must provide complete and accurate information about the event to ensure that it is reviewed and approved by the proper campus entities. Failure to provide complete and accurate information, including withholding information related to event features or activities, could subject the student organization to disciplinary and/or administrative action.

See examples of other risk factors listed throughout this document. If unsure whether the event includes a risk factor that would require an Event Application be submitted, contact Student Activities.

The deadline to submit the Event Application depends on the level of risk assigned to the event. There are a variety of factors that can add risk to an event, including, but not limited to the presence of:

- Outside guests or speakers,
- Food or drink not provided by Dining Services,
- High attendance numbers, or
- Certain types of activities planned to take place during the event.

If the reserving department or Student Activities believes an element of a proposed event may increase the organization's or University's liability, or pose a hazard to people or property, the student organization should submit the Event Application at least 15 business days prior to the requested event date to ensure that there is time to complete the steps described in these procedures, which may include meeting with the Event Safety Committee (ESC; see Appendix) to discuss risk management for the event. Exceptions to the 15-business day deadline may be granted by Student Activities as long as ESC has the ability to meet with the student organization and all necessary stipulations can be met prior to the requested event date.

Otherwise, if the event does not meet the above risk criteria, the student organization should submit the Event Application at least 5 business days prior to the requested event to ensure that there is time for the reserving department to book the space. Note that an Event Application is not considered "submitted" until both the student organization president and UNT advisor approve it.

No Event Applications will be approved for on-campus events during university closures or during Pre-Finals/Finals, in accordance with UNT Policy 06.031 (Pre-Finals Days, Reading Day, and Final Examinations).

Event Application Reviewers

Each completed Event Application tags several reviewers, depending on the details provided, and must be approved by the reviewers on each applicable level before it advances to the next.

Level 1: Upon completion of an Event Application, an automatically-generated email will be sent to the student organization president and UNT advisor for their review and approval. If the student organization is a fraternity or sorority advised by the Center for Fraternity & Sorority Life, an email will also be sent to the advisor of the council that governs the fraternity or sorority for their review and approval.

Level 2: For an outdoor event that will have structures or exhibits (as defined in UNT Policy 07.006) or camping (as defined in UNT Policy 07.029), an email will be sent to the Dean of Students Office, for their review and approval based on the appropriate policy.

Level 3: If the event requires the reservation of space, an email will be sent to a representative of the reserving department for the spaces selected by the student organization on the "Space Request" page of the Event Application. Based on the preferences listed on the "Space Preferences" page, the reserving department for the first-choice space will review the request first. If the first-choice space cannot accommodate due to availability or based on the information provided in the Event Application, the request will move to the second-choice space, and so on until a listed space that can accommodate the request is identified. If none of the requested spaces can accommodate the event, the Event Application will be denied, allowing the student organization to make edits to event details, including alternative dates, times, and/or potential spaces.

For an event that will have food or drink not provided by Dining Services (including Verde Catering and Food to Go), an email will be sent to Risk Management Services (Environmental Health & Safety), for their review and approval.

Level 4: Depending on the details provided in the Event Application, an email may be sent to the ESC Chair for review by ESC. For more information about ESC, including factors that trigger a review by ESC, see Appendix A.

Once an Event Application is approved by all tagged voting reviewers, it will be reviewed by Student Activities. If there are no remaining questions about event details, the Event Application will be approved or denied. Once an Event Application is approved, the event is then added to the calendar in OrgSync (based on the visibility preferences selected by the student organization in the Event Application).

Changes to Event Details

At any time before or after an Event Application is approved, a student organization must immediately report <u>any</u> change in event details to Student Activities via a comment in the submitted Event Application. For example, if the student organization decides to:

- invite a guest speaker to an upcoming meeting (even if the Event Application was submitted as a series/recurring event),
- add a DJ, food, or inflatable game to their event,
- sell tickets or charge admission, or
- increase the anticipated attendance number,

and that information was not indicated in the original Event Application submission, the student organization must report the new details for additional reviewer evaluation, as described above. Note that changes should be reported immediately, but at least 5 business days prior to the event. In some cases, changes may not be able to be approved by appropriate reviewers before the event and therefore may not be permitted.
If substantial changes are made to the event activities, description, and/or purpose (e.g., changing activities from a movie to speaker), a new Event Application will need to be submitted. ==Failure to submit may result in denial or postponement of the event.==

Non-Compliance

Student Activities or the Dean of Students Office, as appropriate, will review all complaints received about student organization events.

Students and student organizations that violate these procedures or university policies or procedures could face disciplinary and/or administrative action, including a warning, fine, cancellation of the event, loss of the ability to host events on-campus for a specified period of time, or suspension.

Event Safety Committee Guidelines

The following provides guidelines established by Student Activities for the Event Safety Committee (ESC), whose function is to help registered student organizations mitigate risk at their events held in university facilities or on campus grounds.

Committee Information

ESC is comprised of representatives from Student Activities (whose staff member serves as the Chair), UNT Police Department, Risk Management Services- Insurance, Risk Management Services- Fire & Life Safety, reserving department, and when appropriate, the Center for Fraternity & Sorority Life. In the fall and spring semesters, the committee meets at least once per week at a time and day published at the beginning of each semester.

Risk Assessment

Several event details in the Event Application, pre-determined to indicate the potential for risk, automatically tag ESC (via the ESC Chair) as a reviewer. When this happens, an automatically-generated email is sent to the ESC Chair and likely other ESC members. Factors include, but are not limited to: hazardous materials, physical activity, equipment rentals, alcohol, attendance of 150 or more, and guest speakers. The ESC Chair, or designee, will review each ESC-tagged Event Application to understand the scope of the event and the unique combination of risk factors presented.

In addition to reviewing the specific details of the proposed event, the ESC Chair may compare the event to general knowledge of similar, previous events, to determine the potential risk level of the proposed event.

Events are generally categorized into one of three levels of risk: high, medium, and low. If at any point new or additional details arise that increase the event's risk factors, the ESC Chair may raise the risk level and ensure stipulations are assigned for the event, as needed. This may include additional touch points with ESC. Depending on how far in advance of the event these new or additional details arise, they may not be able to be approved, or the stipulations may not be able to be met, prior to the event date and therefore may not be allowed. The originally approved details, however, may continue.

High Risk

For events determined to be high risk, ESC will meet with the student organization during its regularly scheduled meeting time. Failure to meet with ESC will result in the denial or postponement of the event.

In addition to reviewing the combination of risk factors presented by the student organization, the committee may consider information from past events or event types, even those hosted by other student organizations and on other college campuses, to determine stipulations that the student organization must meet in order to host the event and decrease the chances of injury, damage, and liability. The history of a guest speaker on another college campus could also impact ESC stipulations. For example, if the event is an outdoor concert with an expected attendance of 300 students and off-campus guests, and the student organization is charging admission, ESC will likely speak with the student organization about the stipulations of needing police presence, event insurance, and use of the university ticketing system.

After the meeting, the ESC Chair or designee will send a copy of the Event Safety Planner, which includes the event details as discussed in the meeting as well as any stipulations, to the student organization. The student organization must sign and return the Event Safety Planner, as well as meet all stipulations set forth in the Event

Safety Planner, by the assigned deadlines. Failure to meet these deadlines will result in the denial or postponement of the event.

Medium Risk

For events determined to be medium risk, the ESC Chair or designee will have a conversation (usually via phone or video conference) with the student organization and may, as needed, provide stipulations that it needs to meet to host the event. On occasion, members of ESC, based on their expertise, may join the conversation to provide additional insight into risk mitigation. For example, if the event is a blood drive run by a professional company, the ESC Chair will speak with the student organization about the stipulation of needing to provide snacks for blood donors. Failure to meet with the ESC Chair or designee, or failure to meet stipulations, will result in the denial or postponement of the event.

Low Risk

Events determined to be low risk will have no formal ESC intervention, although the ESC Chair and/or other reviewers may ask clarifying questions and provide direction by adding comments in the Event Application. For example, if the only detail that tags ESC is that the student organization will use paint as an event feature, the ESC Chair will comment about the need for them to use non-toxic paint. Failure to respond to questions or directions will result in the denial or postponement of the event.

In some instances, the ESC Chair may determine that the student organization incorrectly responded to a question that tagged ESC. In this case, assuming no other risk factors are present, the ESC Chair will approve on behalf of ESC to allow the Event Application to advance to the next level of review.

Event Monitoring and Security

Student Activities staff members may be assigned to attend an event to monitor the implementation of ESC stipulations and ensure that the student organization is following general safety protocols.

In addition, some events, based on their level of risk, will require the presence of UNT Police officers and in rare cases, officers from local jurisdictions. Factors contributing to the need for police presence include, but are not limited to:

- Expected attendance (e.g., number of off-campus guests, total number of attendees),
- Presence of alcohol,
- Assessment of current and social political climate, or
- History of incidents at or as a result of similar events, including those hosted by other student organizations and on other college campuses

After-Action Meeting

There is generally no requirement for a student organization to follow-up with ESC after their event. However, if ESC identifies concerns about the safety of persons or property or potential violations of the event stipulations, it may require the student organization to attend an After-Action meeting to discuss what happened and how issues can be avoided at their future events. Failure by the student organization to attend this meeting may result in the loss of ability to host future events. The student organization has the ability to request an After-Action meeting by emailing the ESC Chair.