

Events on University Property

I. Policy Introduction

This policy delineates the processes, procedures, and requirements governing the hosting of events on property owned, leased, operated, and/or controlled by Syracuse University. This policy is established to ensure that events and the use of space align with the University's educational mission.

As a private university, Syracuse University reserves the right to establish and enforce conditions for the use of all University property. These conditions are designed to uphold the institution's values, policies, and educational and operational objectives.

Permission to use a University facility or space does not imply endorsement, sponsorship, or support by the University for the

More from this Section

[Access to and Use of University Premises and Equipment \(https://policies.syr.edu/policies/university-facilities-equipment-and-property/access-to-and-use-of-university-premises-and-equipment/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/access-to-and-use-of-university-premises-and-equipment/)

[Interim Research Laboratory Safety and Accountability Policy \(https://policies.syr.edu/policies/university-facilities-equipment-and-property/interim-research-laboratory-safety-and-accountability-policy/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/interim-research-laboratory-safety-and-accountability-policy/)

[Air Conditioners or Space Heaters, Use of \(https://policies.syr.edu/policies/university-facilities-equipment-and-property/air-conditioners-or-space-heaters-use-of/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/air-conditioners-or-space-heaters-use-of/)

[Asbestos Management and Compliance \(https://policies.syr.edu/policies/university-facilities-equipment-and-](https://policies.syr.edu/policies/university-facilities-equipment-and-)

views, opinions, programs, or activities of the users, speakers, presenters, or organizers. Event organizers are solely responsible for their views and activities.

II. To Whom This Policy Applies

This policy applies to all individuals and groups seeking permission to use any property owned, leased, operated, and/or controlled by Syracuse University. All faculty, staff, and students are expected to comply with this policy. Guests invited to University events must comply with all local, state, and federal laws and applicable University policies including, without limitation, the Campus Disruption and Demonstration Policy and the Anti-Harassment Policy. Violations of this policy may result in appropriate disciplinary action as outlined in University policies.

III. Policy Principles

A. Event Authorization

1. All requests to hold events on the Syracuse University campus or on property owned, leased, operated, and/or controlled by the University must be sponsored by a Syracuse University administrative or academic department or a Recognized Student Organization (RSO).

[property/asbestos-management-and-compliance/](https://policies.syr.edu/policies/university-facilities-equipment-and-property/asbestos-management-and-compliance/)

[Campus Temperature Policy
\(https://policies.syr.edu/policies/university-facilities-equipment-and-property/campus-temperature-policy/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/campus-temperature-policy/)

[Excess Property, Disposal of
\(https://policies.syr.edu/policies/university-facilities-equipment-and-property/excess-property-disposal-of/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/excess-property-disposal-of/)

[Facilities, Spatial Modification to
\(https://policies.syr.edu/policies/university-facilities-equipment-and-property/facilities-spatial-modification-to/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/facilities-spatial-modification-to/)

[LEED Rating for Building Projects
\(https://policies.syr.edu/policies/university-facilities-equipment-and-property/leed-rating-for-building-projects/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/leed-rating-for-building-projects/)

[Non-Motorized Wheeled Vehicle and Motorized Hoverboard Use on University Property
\(https://policies.syr.edu/policies/university-facilities-equipment-and-property/non-motorized-wheeled-vehicle-and-motorized-hoverboard-use-on-university-property/\)](https://policies.syr.edu/policies/university-facilities-equipment-and-property/non-motorized-wheeled-vehicle-and-motorized-hoverboard-use-on-university-property/)

- i. Requests for events to be held in residence halls should be submitted to the specific residence hall director.
 - ii. Fraternity and sorority chapters wishing to host social events, on- or off-campus, in chapter houses and other locations, must be in good standing with the University, must be an RSO, and must follow all guidelines and policies outlined by Fraternity and Sorority Affairs (<https://experience.syracuse.edu/greek-life/resources/policies/>).
 - iii. Requests for events to be held in recreation facilities should be submitted to Barnes Center Recreation.
2. Events held on the Syracuse University campus or on property owned, leased, operated, and/or controlled by the University may not interfere with or disrupt in any way other University-sponsored programs, operations, or events, consistent with the Campus Disruption and Demonstration Policy (<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>).
3. The University reserves the right to determine the location of an event, limit the duration, mandate levels of services to be present in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of University property.
4. The University maintains the right to impose additional time, place, and manner restrictions in furtherance of its educational

Parking and Transit Policy
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/parking-and-transit-policy/>).

Pets, Prohibition of in Buildings Housing Animal Facilities
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/pets-prohibition-of-in-buildings-housing-animal-facilities/>).

Physical Plant Custodial and Facility Maintenance
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/physical-plant-custodial-and-facility-maintenance/>).

Recreation, Facilities Use
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/recreation-facilities-use/>).

Syracuse University Commitment to Sustainability
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/syracuse-university-commitment-to-sustainability/>).

University Equipment, Use of Off University Premises
(<https://policies.syr.edu/policies/university-facilities-equipment-and->

and research mission, and to ensure the safety of the University community and its members.

5. Events are considered scheduled only when the individual, group, or organization sponsoring the event has received written confirmation from Student Engagement, Student Living, or Barnes Center Recreation.

i. Requests for non-academic space use, including the Quad and the Einhorn Family Walk, must be submitted through the University's event registration system (<https://25live.collegenet.com/pro/syracuse#!/home/dash>) and are managed by Student Engagement, 230 Schine Student Center, 315-443-2718.

ii. Requests for use of recreation facilities must be submitted through the Barnes Center Event Reservation Form, Facilities Reservations - Barnes Center at The Arch - Syracuse University (<https://experience.syracuse.edu/bewell/about/facilities-reservations/>), and are managed by Barnes Center Recreation, 125 Barnes Center, 315-443-8000.

B. Compliance

1. All events must comply with all local, state, and federal laws, with this policy, and with all other applicable Syracuse University policies including, without limitation, the Campus

property/university-equipment-use-of-off-university-premises/)

University Property, Damage to or Loss of
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/university-property-damage-to-or-loss-of/>).

University Vehicles, Use of
(<https://policies.syr.edu/policies/university-facilities-equipment-and-property/university-vehicles-use-of/>).

Disruption and Demonstration Policy

(<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>), the Student Conduct Code (https://experience.syracuse.edu/community-standards/conduct-handbook/code-of-student-conduct/?_gl=1*1hm1bjt*_gcl_au*MTkxNjc2MTQxMi4xNzEwODAxMTI1LjE0Mzc5MjkwNDEuMTcxNzUxMDczMS4xNzE3NTEwNzIx), and the Campus Posting Policy (<https://policies.syr.edu/policies/free-speech/campus-posting-policy/>).

2. Nothing in this policy is intended to restrict University students, faculty, or staff from engaging in peaceful, spontaneous demonstrations on University property, provided all applicable local, state, and federal laws as well as all applicable University policies are followed including, without limitation, the Campus Disruption and Demonstration Policy (<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>).

C. Advertising, Solicitation/Fundraising

1. The posting of notices and signs for and during an event is subject to the regulations of the facility(ies) being used. In the case of outdoor posting on campus and/or posting during an outdoor event, the postings must comply with the Campus Posting Policy (<https://policies.syr.edu/policies/free->

speech/campus-posting-policy/). Solicitations and other activities engaged in for personal financial gain or profit are prohibited. Fundraising for charitable groups must follow the Student Fundraising and Promotions Policy. (<https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/fundraising-policy-student-organizations/>).

D. Specific Types of Events and Event Spaces

1. Use of the Quad

- i. Syracuse University's Kenneth A. Shaw quadrangle, affectionately known as "the Quad," is an open green space designed to be accessible, safe, and attractive and to be used by members of the University community and their guests.
- ii. The Quad is defined as the grassy area bounded by sidewalks which include Hendricks Chapel and steps, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall.
- iii. Individual University members who utilize the Quad to exercise free speech should refer to the Campus Disruption and Demonstration Policy. (<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>) and the Statement on Community

Standards specifically Assembly and Protest, in the Syracuse University Student Handbook

(<https://experience.syracuse.edu/community-standards/about/student-handbook/>), and the Student

Conduct System Handbook

(https://experience.syracuse.edu/community-standards/conduct-handbook/code-of-student-conduct/?_gl=1*1I79zhl*_gcl_au*MTkxNjc2MTQxMi4xNzEwODAxMTI1LjE0Mzc5MjkwNDEuMTcxNzUxMDczMS4xNzE3NTEwNzIx).

- iv. Requests to use the Quad must be made a minimum of seven (7) business days prior to the proposed event. Student Engagement reserves the right to refuse any request, in its sole discretion.
- v. Event sponsors may not utilize the Quad nor publicize an event until written confirmation is received from Student Engagement.
- vi. The proposed event (including set-up and breakdown) may not conflict with or disrupt scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- vii. A proposed event must not present a safety risk or hazard to the participants, to others using the Quad or adjacent

spaces, or to underground utilities, nor may it impede the flow of pedestrian traffic or block pathways.

- viii. No structures (e.g. signs staked into the ground, tents, tables, chairs) may be erected or placed on the Quad without prior approval as part of an event plan.
- ix. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety, Institutional Risk Management, and/or Campus Facilities, Administration, and Services. Each department will determine necessary staffing for a respective Quad event.
- x. RSOs and/or administrative and academic departments may be approved for a maximum of three (3) Quad event requests per semester. An approved event is defined as any activity that operates between the hours of 7 AM and 9 PM or any fractional period therein. Events approved to continue beyond 9 PM will be considered a continuous event and must be completed within a 48-hour period of the requested event start time.
- xi. Satisfactory evidence of insurance must be provided to Institutional Risk Management at least ten (10) business days in advance of the event by commercial or non-University vendors hired by the event sponsor.
- xii. All costs related to the event including, without limitation, security, physical plant, etc., are the responsibility of the

sponsor.

- xiii. Sponsors scheduling events on the Quad are responsible for returning the Quad to the condition in which it was found to the University's satisfaction. This includes the removal of fliers, equipment, and debris related to the event.
- xiv. Requests for exceptions to the above rules must be submitted to Student Engagement at least twenty-one (21) business days prior to the proposed event. Exceptions will only be considered where there is a legitimate educational reason for making an exception.
- xv. Syracuse University reserves the right to cancel any event or activity if, in its sole discretion, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in this policy.

2. Use of the Einhorn Family Walk

- i. The Syracuse University Einhorn Family Walk (Walk) is a dynamic, open-air pedestrian plaza and series of six elevated terraces that connect and improve access to academic and student buildings, including 401 University Place, Bird Library, Schine Student Center, and the Newhouse School complex.
- ii. Individual University members who utilize the Walk to exercise free speech should refer to the Campus Disruption

and Demonstration Policy

(<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>), the Statement of Student Rights and Responsibilities, specifically Assembly and Protest, in the Syracuse University Student Handbook

(<https://experience.syracuse.edu/community-standards/about/student-handbook/>), and the Student Conduct System Handbook

(https://experience.syracuse.edu/community-standards/conduct-handbook/code-of-student-conduct/?_gl=1*1I79zhl*_gcl_au*MTkxNjc2MTQxMi4xNzEwODAxMTI1LjE0Mzc5MjkwNDEuMTcxNzUxMDczMS4xNzE3NTEwNzIx).

- iii. Requests must be made a minimum of seven (7) business days prior to the proposed event. Student Engagement reserves the right to refuse any request, in its sole discretion.
- iv. Event sponsors may not utilize the Walk nor publicize an event until written confirmation is received from Student Engagement.
- v. The proposed event (including set-up and breakdown) may not conflict with or disrupt scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.

- vi. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety, Institutional Risk Management, and/or Campus Facilities, Administration, and Services. Each department will determine necessary staffing for a respective Walk event.
- vii. A proposed event must not present a safety risk or hazard to the participants, to others using the Walk or adjacent spaces, or to underground utilities.
- viii. Approved activities must not impede the flow of pedestrian traffic or block pathways.
- ix. Event sponsors are responsible for ensuring that participating organizations or entities that are not affiliated with the University (e.g., charities) provide evidence of appropriate insurance at least ten (10) business days prior to the activity or event to Campus Safety and Emergency Services.
- x. Vending or sales of items or other commercial activities are prohibited on the Walk except for authorized Campus Store activities.
- xi. Event sponsors are responsible for resource and service costs related to the activity or event including, without limitation, Public Safety, Parking, Grounds, etc., and, at the conclusion of an event, removal of fliers, equipment, and debris related to a permitted activity. Event sponsors should

return the event space to the condition in which it was found.

- xii. The University reserves the right to refuse or cancel any activity or event, in its sole discretion, if, at any time before or during an event, it is determined that an event sponsor or participants have violated or misrepresented conditions set forth in this policy.
- xiii. Tents or any similar structures are prohibited for use on any part of the Walk.
- xiv. Event sponsors may use the Walk terraces no more than three (3) times per month.
- xv. Terrace tables are claimed on a first-come, first-served basis. Tables are available from 10 AM - 4 PM, Monday - Friday.
- xvi. Event sponsors are permitted to distribute prepackaged, individually wrapped food items only during events at the terraces. All other catering must follow the Food Services Catering Policy (https://experience.syracuse.edu/student-engagement/event-support/catering-policy/?_gl=1*11ti1a7*_gcl_au*MTkxNjc2MTQxMi4xNzEwODAxMTI1LjExODMwMTk4NjMuMTcxNjQ3Mjg0NS4xNzE2NDcyODQ1).
- xvii. Event sponsors should confine their terrace event to a 10'×10' space.

- xviii. On the day of the event, the sponsoring organization must register at the Schine Student Center Information Desk.
- xix. Requests for exceptions to the above rules must be submitted to Student Engagement at least fourteen (14) business days prior to the proposed event. Exceptions will only be considered where there is a legitimate educational reason for making an exception.

3. Use of Women's Building Field

- i. Syracuse University's Women's Building Field is a multi-purpose field space designed to be used by members of the University community and their guests for sports and social activities.
- ii. The Women's Building Field is defined as the grassy area in front of the Women's Building and bounded by Euclid and Comstock Avenues.
- iii. Individual University members who utilize the Women's Building Field to exercise free speech should refer to the Campus Disruption and Demonstration Policy (<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>), the Statement of Student Rights and Responsibilities, specifically Assembly and Protest, in the Syracuse University Student Handbook (<https://experience.syracuse.edu/community-standards/about/student-handbook/>), and the Student

Conduct System Handbook

(https://experience.syracuse.edu/community-standards/conduct-handbook/code-of-student-conduct/?_gl=1*1I79zhl*_gcl_au*MTkxNjc2MTQxMi4xNzEwODAxMTI1LjE0Mzc5MjkwNDEuMTcxNzUxMDczMS4xNzE3NTEwNzMx).

- iv. Requests to use the Women's Building Field must be made a minimum of twenty-one (21) business days prior to the proposed event. Barnes Center Recreation reserves the right to refuse any request, in its sole discretion.
- v. Event sponsors may not utilize the Women's Building Field nor publicize an event until written confirmation is received from Barnes Center Recreation.
- vi. The proposed event (including set-up and breakdown) may not conflict with or disrupt scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- vii. A proposed event must not present a safety risk or hazard to the participants, to others using the Women's Building Field or adjacent spaces, or to underground utilities, nor may it impede the flow of pedestrian traffic or block pathways.
- viii. No structures (e.g. signs staked into the ground, tents, tables, chairs) may be erected or placed on the Women's

Building Field without prior approval as part of an event plan.

- ix. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety, Institutional Risk Management, and/or Campus Facilities, Administration, and Services. Each department will determine necessary staffing for a respective Women's Building Field event.
- x. RSOs and/or administrative and academic departments may be approved for a maximum of three (3) Women's Building event requests per semester. An approved event is defined as any activity that operates between the hours of 7 AM and 9 PM or any fractional period therein. Events approved to continue beyond 9 PM will be considered a continuous event and must be completed within a 48-hour period of the requested event start time.
- xi. Satisfactory evidence of insurance must be provided to Institutional Risk Management at least ten (10) business days in advance of the event by commercial or non-University vendors hired by the event sponsor.
- xii. All costs related to the event including, without limitation, security, physical plant, etc., are the responsibility of the sponsor.
- xiii. Sponsors scheduling events on the Women's Building Field are responsible for returning the Women's Building Field to

the condition in which it was found to the University's satisfaction. This includes the removal of fliers, equipment, and debris related to the event.

- xiv. Requests for exceptions to the above rules must be submitted to Barnes Center Recreation at least twenty-one (21) business days prior to the proposed event. Exceptions will only be considered where there is a legitimate educational reason for making an exception.
- xv. Syracuse University reserves the right to cancel any event or activity if, in its sole discretion, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in this policy.

4. Student Concerts

Concert Attendance

- i. Recognized Student Organizations (RSOs) are permitted to plan and implement concerts on Syracuse University owned, operated, and/or controlled property.
- ii. All concerts must be ticketed through the online Student Engagement Box Office or the JMA Wireless Dome Box Office.

- iii. Syracuse University reserves the right to deny access to persons under the age of 18.
- iv. Attendees must provide a concert ticket, as well as a Syracuse University or SUNY-ESF ID, for admittance to the event.
- v. Non-Syracuse University and SUNY-ESF students are permitted to purchase tickets subject to the following conditions:
 - a. Students must have a current .edu email address to validate they are a currently enrolled college student and must use the .edu email to purchase their tickets.
 - b. Students must identify the college they attend and agree to a statement that they are providing truthful information and that any Syracuse University conduct violations will be reported to their school/college.
 - c. Students must present a valid college ID with the ticket to be admitted

Venue Safety

- i. Entrance requirements may include attendees being searched for weapons, alcohol, and other drugs. Entrance will be prohibited to persons appearing to be intoxicated or under the influence of alcohol or drugs.

- ii. Backpacks, weapons, beverage containers, recording devices, canes, and sticks (or other hand carried implements) are not allowed into the event. If discovered inside, the attendee must surrender the items in question or leave the event.
- iii. Attendees will not be allowed readmission once they exit the venue.
- iv. Any attendee found participating in unsafe practices including, without limitation, moshing, slam dancing, etc., as determined by University officials is expected to cooperate with the request to discontinue the practice.
- v. Syracuse University and SUNY-ESF students are responsible for the behavior of their guests.
- vi. Failure to comply with the directive of a University official may result in the attendee being removed from the event.

5. Dance Parties

- a. Dance parties can only be hosted by Recognized Student Organizations (RSOs) and fraternities and sororities in good standing with Syracuse University.
- b. Admission to dance parties occurring on Syracuse University owned, leased, operated, and/or controlled property is limited to Syracuse University and SUNY-ESF students with valid college ID and their guests.

Students at other colleges and universities are permitted to attend as guests with a current college ID, a valid photo ID with proof of age (18 years or older), and a ticket for the party.

- c. Entrance requirements may include a search for weapons, alcohol, and other drugs. Individuals appearing intoxicated or under the influence of alcohol or drugs will be denied entrance.
- d. Beverage containers, backpacks, weapons, recording devices, canes, and sticks are prohibited.
- e. Attendees are not permitted readmission once they leave the venue.
- f. Admission will cease when the event reaches capacity, and no waiting list will be maintained after capacity is reached.
- g. Any attendee found participating in unsafe practices (e.g. moshing, slam dancing, etc.) as determined by University officials is expected to cooperate with the request to discontinue the practice.
- h. Syracuse University and SUNY-ESF students are responsible for the behavior of their guests.
- i. A minimum of four (4) students and/or organization advisors from the sponsoring RSO must be present for

the duration of the event, with two (2) at the event roll call prior to the venue opening.

- j. Tickets are available through the online Student Engagement Box Office until the dance party doors close. Complimentary tickets are managed through the online Student Engagement Box Office, and recipients must present a valid ID to receive tickets. Any extra, unused, or unclaimed complimentary tickets will not be distributed to anyone other than the listed patrons.
- k. Dance parties will end no later than 2 AM unless directed by Student Engagement and/or the Department of Public Safety to end earlier.

6. Outside Speakers/Performers/Artists

- i. To proactively maintain the safety of the campus community, the following rules have been established by Student Engagement and the Department of Public Safety for any outside speaker/performer/artist:
 - ii. In-person event attendance may be limited to Syracuse University and SUNY-ESF students, faculty, and staff. Arrangements can be made to live-stream the event should attendance limits be necessary.
 - iii. If required by Student Engagement as part of the approval, a guest list for the speaker/performer/artist must be

submitted and approved by Student Engagement at least one (1) week in advance of the event. No additions will be permitted after this deadline. Approved guests are required to show photo ID to be admitted. Syracuse University reserves the right to limit the number of guests permitted to attend.

- iv. Events must be ticketed through the online Student Engagement Box Office.
- v. Both the event ticket and a Syracuse University/SUNY-ESF ID will be required to gain entry to the event.
- vi. The Syracuse University Clear Bag Policy. (<https://cuse.com/sports/2018/8/6/syracuse-university-clear-bag-policy-and-walkthrough-metal-detectors-at-the-jma-dome>) applies at these events.
- vii. To ensure the safety, security, and accessibility of the event, all attendees are prohibited from bringing the following items to events:
 - Amplified sound of any kind, including megaphones, blowhorns, etc.
 - Fliers and/or posters that may block the view of other attendees
- viii. The speaker/performer/artist must be vetted by the Department of Public Safety and Student Engagement a minimum of two (2) weeks in advance of the proposed

event date, and a safety and security plan must be approved prior to final approval being granted by Student Engagement.

- ix. No advertising of events is permitted until final approval is granted by Student Engagement.
- x. The Department of Public Safety and/or Student Engagement reserve the right to designate a location and/or relocate events to maintain an appropriate level of safety and security for all.
- xi. The hosting RSO is required to identify a point person from the RSO to assist with managing any disruptions.

7. Event Safety Permits

- i. Any department or group planning or sponsoring a special and/or large-scale event in/on University property may require approval from Environmental Health and Safety Services. Allow at least three (3) weeks to secure this approval.
- ii. Environmental Health and Safety Services will conduct a special event review that will encompass all aspects of the event including, without limitation, proper insurance coverage, staffing, egress, occupant capacity, sanitation, fire prevention, proper electrical practices, and permits.

- iii. The use of any public assembly space, as defined by New York State, may require Environmental Health and Safety Services staffing. Staffing levels will depend on the venue, time, date, estimated capacity, and nature of the event.
- iv. Any University department or group requesting equipment including, without limitation, the following will contact Environmental Health and Safety Services at least three (3) weeks prior to the event to secure the necessary permits: tents, Inflatable games, Portable generators, Portable restrooms, Portable propane devices (e.g. grills, tent heaters)

The permitting process is designed to confirm that all laws and regulations pertaining to such equipment use will be followed. Such regulations include, without limitation, proper insurance, set-up requirements, electrical requirements, placement, fire safety, sanitation, and exiting. The requesting University department or group will be responsible for any permitting fees.

8. Insurance

Any University department or group having an outside party assist in any part of the event must provide Risk Management with a certificate of insurance from the outside party at least three (3) weeks prior to the event. Such parties include, without limitation, bands, performers,

artists, speakers, tent suppliers, and vendors. The insurance must meet the insurance requirements of the University or secure a special events insurance policy (commonly known as a Tenants' and Users' Liability Policy, or TULIP) that provides the required levels of coverage to use a University facility.

9. Food and Beverage Service

All food and beverages at events on University property are to be provided in accordance with the Syracuse University Catering Policy and follow all applicable local, state, and federal laws and regulations.

10. Review

This policy will undergo periodic review to ensure its continued relevance and effectiveness in promoting a vibrant exchange of information and ideas within the University community.

IV. Responsibilities

A. Responsible Office - Student Engagement. The policy will be reviewed every three (3) years by the responsible office.

B. University Management - Division of Student Experience

V. Record Retention

Records associated with the policy shall be maintained by the Responsible Office and retained or disposed of in accordance with University Records Policy

(<https://policies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/university-records-policy/>) and

University Record Retention Schedule

(<https://library.syracuse.edu/university-records-management/retention-schedule/>).

VI. Compliance

The Office of Internal Audit, Office of Compliance, the Responsible Office of this policy, and others may audit, investigate, and assess compliance with this policy. Non-compliance with university policies is subject to progressive disciplinary action up to and including termination per Staff Employee Disciplinary Policy

(<https://policies.syr.edu/policies/employment-workplace-rules-benefits-and-governmental-notices/staff-employee-disciplinary-policy/>).

VII. Related University Policies and Resources

- Campus Disruption and Demonstration Policy
(<https://policies.syr.edu/policies/free-speech/campus-disruption-policy/>).
- Campus Posting Policy (<https://policies.syr.edu/policies/free-speech/campus-posting-policy/>).
- Recognized Student Organizations Policy
(<https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/recognized-student-organizations-policy/>).
- Recognized Student Organization (RSO) Handbook
(<https://experience.syracuse.edu/student-engagement/student-organizations/resources-and-forms/>).
- Student Fundraising and Promotions Policy
(<https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/fundraising-policy-student-organizations/>).

VIII. Definitions

Term: Recognized Student Organization (RSO)

Definition: A group of eight (8) or more Syracuse University students sharing a common interest or purpose that has successfully completed the recognition process and received recognized status from the University. RSOs represent varied interests including,

without limitation, academic, governance, Greek-letter, honorary, and sports and recreation. SUNY-ESF students are permitted to comprise a portion of membership in Syracuse University RSOs.

IX. Policy Administration and Responsible Office

Student Engagement

315-443-2718

Student Engagement website

X. Responsible Executive

Senior Vice President and Chief Student Experience Officer

XI. Revision History

Original Issue: September 2006

Previous Revisions: October 2013, July 2021

Current Version Approved: August 2024

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