

# RSO Event Guidelines

The following guidelines have been established in relation to the [Student Organization Event Policy](#), PPM 8530, to support social responsibility and event management for recognized student organizations to create safe environments for members and guests.

Student Event Coordinators should review these guidelines before registering an RSO-sponsored event. Events will be reviewed under the guidelines outlined in this document. For information on event planning, registration, and student/advisor responsibilities, visit the [Center for Student Involvement website](#).

## RSO-Sponsored Event Requirements

- All RSO-sponsored events must be [registered](#) with the Center for Student Involvement.
- RSO-sponsored events must follow all local, state, and national laws and ordinances.
- Event coordinators should review the event planning guidelines listed in this document prior to completing the event registration process.
- Events taking place on university property must follow all related policies and Building Authority procedures.
- Events should not be advertised until official registration has been submitted. All promotional materials for RSO-sponsored events must identify the name of the sponsoring organization.
- Student event coordinators must acknowledge and agree to the following:
  - As a representative of my organization, I thoroughly understand this and hereby attest to the validity of the information I am providing regarding its activities. I understand that falsifying this information is a violation of the Student Code of Conduct and could result in disciplinary action.
  - I understand I must inform my RSO Advisor and the Center for Student Involvement of any changes to this event.

The guidelines provided in this document are arranged in alphabetical order by topic:

- Advertisement, Publicity, and University Trademark
- Amplified Sound
- Animals
- Audience / Attendance
- Co-Sponsorship with Non-University or Commercial Vendors
- Entertainment
- Fireworks
- Food and Beverage
- Gambling / Raffles
- Location
- Parking and Traffic
- Safety and Liability
- Sales and Solicitations
- Special Events
- Temporary Structures / Tents
- Unmanned Aircraft Systems / Drones
- Violent Games

## ADVERTISEMENT / PUBLICITY / UNIVERSITY TRADEMARK

### Publicity Regulations

The university outlines [on-campus publicity regulations](#) in Chapter 8570 of the Policies and Procedures Manual. This policy outlines several important regulations that recognized student organizations must follow, including:

- Standards for On-Campus Publicity
- Posting
- Outdoor Banners
- Sidewalk Publicity
- Distribution of General Literature

A few highlights include:

- The sponsoring organization's name must appear on the publicity
- All banner postings must request permission from Facilities Event Scheduling
- Washable chalk is permitted on sidewalks but must not be used on buildings, pillars, or non-sidewalk areas. Do not use spray chalk or sidewalk paint.

Read full Publicity Regulations on the [K-State PPM 8570 website](#).

### University Brand Guide

The university outlines brand guidelines, including brand strategy, color palette, wordmark and logo guidelines in the University Brand Guide, published on the Division of Communications and Marketing [website](#).

## AMPLIFIED SOUND

The use of electronically amplified sound on campus is covered in the [Use of KSU Buildings and Grounds](#) policy, Chapter 7840, Section .060, of the K-State Policies and Procedures Manual.

Electronically amplified sound is permitted on campus, but generally only on Bosco Student Plaza, in the quadrangle east of Calvin Hall, and around the perimeter of Bramlage Coliseum. Amplification is permitted on Bosco Student Plaza generally only between 12:00 noon and 1:00 p.m. Other areas may be considered based on event activity, time of day, and importance to making the event a success.

Read the full guidelines on amplified sound on campus on the [K-State PPM 7840.060 website](#).

## ANIMALS

Control of animals on Kansas State University property is covered in the [Use of KSU Buildings and Grounds](#) policy, Chapter 7840, Section .080, of the K-State Policies and Procedures Manual.

The use of animals on campus during an event must be approved by the Building Authority for the event location. For example, outdoor events require approval from both the Division of Facilities Event Scheduling and Environmental Health and Safety. Please be sure to request approval to have animals at your event when you reserve your event location.

Read the full guidelines on control of animals on the [K-State PPM 7840.080 website](#).

## AUDIENCE/ATTENDANCE

### Large-Scale Events

Large-scale events, such as those with expected attendance of 100 persons or greater on campus, may be required by the location venue to have staff or volunteers on-site to help in the event of an emergency. It is recommended groups planning large-scale events reserve a location at least six weeks in advance, as a [pre-planning meeting](#) with the location venue may be required.

### Minor Children

Working with minor children is a rewarding community service experience for many student organizations. Students that do volunteer work with minors (any person under the age of 18) are encouraged to review PPM 3130 – [Policy for the Protection of Minor Children Participating in University Programs](#) - and register their activities with the [Office of Risk and Compliance](#).

These activities can include but are not limited to:

- Mentoring or tutoring high or middle school students on or off campus
- Volunteering at summer camps or extended day enrichment programs (EDEP)
- Coaching sports or other activities
- Virtual or online conferences, workshops, or meetings

For more information about working with minors, please visit K-State [Risk and Compliance website](#) or contact them at [risk@ksu.edu](mailto:risk@ksu.edu).

## CO-SPONSORSHIP WITH NON-UNIVERSITY OR COMMERCIAL VENDORS

If you are approached about a “co-sponsorship” by non-university groups or commercial vendors, please note that your organization must be the main sponsor and the headliner on all promotional materials. Organizations may not serve as “fronts” for off-campus groups in order to gain unauthorized use of meeting space or information tables for the off-campus user. Promotional materials may be reviewed as part of the event registration process.

## ENTERTAINMENT

Non-University vendors, such as speakers, entertainment, or performances

Sponsored RSOs should follow the [University Contracts policy](#) as described in chapter 3070 of the University Policy and Procedures Manual. For more information, please visit the Purchasing and contract services website - <https://www.k-state.edu/finsvcs/purchasing/>

Movie / Film Screenings

[K-State Libraries](#) outlines what you should know about showing films, including steps you can take to have a public showing/viewing of a film or a film festival. See the [Movie Guidelines at K-State](#) document for steps on how to obtain permission and/or purchase the necessary license for your film showing or film festival. For additional information, contact the [Center for the Advancement of Digital Scholarship \(CADS\)](#) at [cads@ksu.edu](mailto:cads@ksu.edu).

## FIREWORKS

[Environmental Health and Safety](#) provides policy information and establishes general precautions fireworks displays and pyrotechnic special effects on University property. It is the responsibility of the sponsoring organization to contact the University Fire Marshal for review and approval that all the conditions of this policy have been met and to provide the name(s) of person(s) who will ensure compliance with the fireworks policy. The required permit will not be issued until all conditions of this policy have been met.

Read more about the university's [fireworks and pyrotechnics policy](#) on the Environmental Health & Safety website.

## FOOD AND BEVERAGE

Alcohol

On-campus RSO-sponsored events involving alcohol must comply with the K-State PPM 3053 [Alcohol and Cereal Malt Beverage policy](#). Tailgates associated with K-State Athletic events must follow the [policies and procedures outlined by K-State Athletics](#).

RSO-sponsored events that occur off-campus must comply with the following:

- No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
- All events where alcohol is present shall utilize a bring-your-own-beverage (BYOB) system, or a licensed and insured third party vendor.
- Hard alcohol and kegs, including but not limited to communal alcoholic containers, are never permitted unless a licensed and insured third party vendor is utilized.

## Food

Food is not permitted to be handled and served in University buildings, except in non-classroom areas.

Recognized student organizations and university departments desiring to serve food at any type of event on campus property must adhere to the Food Dispensing Policy (PPM [Chapter 3700.030](#)) and the Policy Regarding Events Serving Food On Campus (See [Sanitation and Food Safety information on the Environmental Health & Safety website](#)).

The menu and food preparation plan for such events must be approved by an Environmental Health and Safety designee in order for the event to receive official approval from the Division of Facilities.

### Catering

There is a difference between a catered event versus catered food.

- A catered *event* involves a licensed vendor providing and serving the food.
- Catered *food* is food prepared by a licensed vendor, however may be served by the organization.

The considerations for approving catered food are different than a catered event. Any off-campus vendor who is catering an event on campus must have a State of Kansas catering license. On-campus events will require you to submit vendor information for approval. If you are hosting your event in the K-State Student Union, the use of in-house or approved caterers is required. Learn more on the [Union website](#).

### Food Trucks

If your event involves bringing food trucks to campus, you will need to coordinate and receive approval from the [K-State Student Union Retail Services office](#).

### Grilling on Campus

The use of industrial and personal grills on campus must be approved by the Division of Facilities. Please contact Room Scheduling for more information, [rooms@k-state.edu](mailto:rooms@k-state.edu).

### Preparing your own food

On-campus events that are open to non-organization members and involve the service of food prepared by individuals, such as a potluck-style event, must receive approval from the Environmental Health and Safety Office. Learn more on the [EHS website](#).

## GAMBLING / RAFFLES

If your organization is planning an event that involves gambling or raffles, please review the Raffle Amendment on the State of Kansas website. <https://www.ksrevenue.gov/bingoraffle.html>

## LOCATION

### On-Campus Events

If your organization is hosting an event that will take place on University property, you must reserve the space in accordance with the [Use of KSU Buildings and Grounds policy](#)

For additional services, such as trash, recycling, electricity, barricades, etc..., a pre-planning meeting must be completed with Facilities Event Scheduling and involved parties.

### Off-campus Events

If you're hosting an event off-campus, you should work with the manager of your event venue to understand the policies and procedures for that location. Here are some common things that might come up when you consider hosting off-campus events:

- Contracts
- Vendors & Licensing
- Payment/ exchange of funds for services
- Food/Beverage catering

### Outdoor Events

When planning events outdoors, it is best practice to have a backup plan for inclement weather. On-campus outdoor events require a space reservation through the [K-State Division of Facilities](#).

## PARKING AND TRAFFIC

### Driving and Parking Vehicles on Campus Lawns

Vehicles are not allowed to drive or park on campus lawns. Vehicles or equipment required to set up or mobilize displays or activities cannot park on campus lawns. Coordinate with [Division of Facilities](#) for displays or activities which require a vehicle or special equipment for set up or mobilization.

### Event Parking

If your event requires you to coordinate parking for guests or attendees on campus, please contact [Parking Services](#).

### Traffic Impedance

If your event involves blocking or impeding traffic on campus in any way, you will need to coordinate with [K-State Police](#) and [Parking Services](#) 30-60 days in advance of the event.

Avoid planning events that may impede traffic during home football gameday weekends, major university event weekends such as Open House, Rodeo, or Fall and Spring Graduation, etc...

If you are planning a race on campus, such as a 5K event, please utilize the pre-approved race routes for campus and plan to hold your event in the early morning.

Parking Services may provide barricades for events on campus, upon request and approval. You will need to provide Parking Services with a map of your event, notating where the barricades should be dropped off. It is the sponsoring organization's responsibility to set-up and take-down the barricades. It is recommended that the sponsoring organization provide reflective vests for individuals staffing the barricaded area.

## SAFETY AND LIABILITY

Events that may pose a risk of harm to individuals or damage to property may require a pre-event planning meeting. Once an organization has registered an RSO-sponsored event, the Center for Student Involvement has the authority to determine at the time of registration the necessity of a Pre-Event Planning Meeting. The purpose of the planning meeting will be to discuss the final logistics of the event. The Center for Student Involvement will contact the Student Event Coordinator and RSO Advisor to schedule the meeting. The Center for Student Involvement may determine if additional individuals need to be involved in the meeting.

### Security

Student organizations that are hosting events should take adequate precautions for the security of attendees at an event. The University Police Department, in conjunction with the Center for Student Involvement and the University Building Authority, will make determinations for on campus events.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by the University Police. Other factors which may be determined are advertising, closed vs. open event, expected crowd size, money collection, nature of crowd or program, risk assessment, and written invitations or prior ticket sales.

The sponsoring organization will be responsible for the costs incurred from hiring security, including campus police, unless determined otherwise at the Pre-Planning Meeting.

NOTE: Failure to adhere to these security policies may result in the cancellation of your event.

### Misrepresentation/Fronting

Organizations may not serve as "fronts" for off-campus groups in order to gain unauthorized use of meeting space or information tables for the off-campus user.

## SALES AND SOLICITATION

The University outlines policy on [Sales, Solicitation, and Advertising](#) in Chapter 8580 of the K-State Policy and Procedures Manual.

## SPECIAL EVENTS

### Runs/walks

If you are planning a race or walk on campus, such as a 5K charity event, please utilize the pre-approved race routes for campus and plan to hold your event in the early morning. Events taking place on University property must follow all related policies and Building Authority procedures, such as the [Use of KSU Buildings and Grounds policy](#), or the [K-State Student Union Reservation Policies](#). If your event involves blocking or impeding traffic on campus in any way, you will need to coordinate with [K-State Police](#) and [Parking Services](#) 30-60 days in advance of the event.

### Theme Weeks

All themed events associated with or sponsored by a recognized student organization shall have a non-discriminatory, nonthreatening theme.

### Sleep Out / Overnight

The [Use of K-State Buildings and Grounds policy](#) requires one K-State Police security officer, at a minimum, for all sleep out or overnight outdoor events on campus. This safety and security requirement will be for any overnight or sleep out event, no matter how many participants.

## TEMPORARY STRUCTURES / TENTS

Tents and temporary structures on campus must be approved by the [Division of Facilities](#). Tents and temporary structures that require to be staked must file a [Dig Permit](#) at least 3 weeks in advance to ensure the appropriate personnel assess the proposed locations underground utilities and infrastructure. Tents larger than 400 square feet also require inspection through [Environmental Health & Safety](#).

## UNMANNED AIRCRAFT SYSTEMS / DRONES

The operation of unmanned aircraft systems (UAS), commonly referred to as "drones," is regulated by the Federal Aviation Administration (FAA) and by federal, state, and local laws. Anyone who seeks to operate UAS on Kansas State University property or at any University-sponsored event must receive approval in advance in accordance with the [Unmanned Aircraft Systems policy](#), K-State PPM 7860.

All Unmanned Aerial Flights must be done by a University approved Remote Pilot. This Pilot must have the proper flight Insurance and must submit a flight request form. For more information, please refer to [PPM 7860.020](#)



## VIOLENT GAMES

The university's [Violent Game Policy](#), PPM 8590 prohibits games or activities that include the following tactics from taking place on campus other than in an exclusively virtual context (e.g. video games etc.):

- The act or simulated act of shooting objects at another person.
- The act or simulated act of stalking or ambushing others.
- Other acts or simulated acts that can be seen by a reasonable observer as violent or intimidating.

Persons in violation of this policy may be subject to sanctions, including but not limited to, removal from campus, being banned from campus, suspension or expulsion.