



# POLICIES TO KNOW

The university has several policies that relate to student organizations. Below you can find links directly to each policy and short descriptions on how they relate to organizations. **Please note the description is just a short summary, to understand it in detail read the policy itself (which is linked on the left-hand side in the policy name).**

<p><a href="#"><u>USC Columbia UNIV 6.00 Calendar and Space Reservation (USC-CSR) Policy</u></a></p>	<ul style="list-style-type: none"><li>➤ Details how reserving space works on campus as a whole</li><li>➤ Use of tape or other adhesives, nailing, tacking or permanently adhering items to ceilings, walls, floors, windows or doors is prohibited.</li><li>➤ Scheduling of classes takes priority over everything in classroom spaces (this is why organization requests for classroom space aren't processed until after the first two weeks of classes).</li></ul>
<p><a href="#"><u>USC Columbia STAF 1.06 Treasurer's Manual for Student Organizations</u></a></p>	<ul style="list-style-type: none"><li>➤ Establishes the Treasurer's Manual which is provided by the Senate Finance Committee to guide student organizations in how to request funding</li><li>➤ Also has link to Treasurer's Manual</li></ul>
<p><a href="#"><u>USC Columbia STAF 2.09 Sport Clubs</u></a></p>	<ul style="list-style-type: none"><li>➤ Defines what classifies an organization as a sport club, groups that meet the classification automatically classify as a sport club</li><li>➤ Defines what resources are available to sport clubs</li><li>➤ Defines what sport clubs are required to do to stay compliant with Campus Recreation (who oversees sport clubs). To stay compliant, sport clubs must:<ul style="list-style-type: none"><li>○ Make sure all participants in any club activities sign a "Waiver of Liability and Release" prior to participating</li><li>○ Have Club in their name and not use University of South Carolina in their name</li><li>○ Submit an active membership roster each semester</li><li>○ Have at least two representatives at sport club meetings (meetings held by Campus Recreation)</li><li>○ Remain in good standing with local, regional and national affiliations as appropriate</li><li>○ Abide by all travel policies and equipment policies</li><li>○ Complete required trainings and certifications (such as CPR and First Aid certifications)</li></ul></li></ul>

<p><u>USC Columbia</u> <u>STAF 3.02</u> <u>Alcohol Policy</u> <b><u>and Guidelines</u></b> <b><u>for the</u></b> <b><u>University</u></b> <b><u>Community</u></b></p>	<ul style="list-style-type: none"> <li>➤ Student organizations may not co-sponsor with any establishment that generates more than half of its annual gross sales from alcohol. The definition of a cosponsor is a person or company who gives money or support with another, which means that organizations cannot work together with these entities in any form.</li> <li>➤ No student activity fee or other University collected fee will be used to purchase alcohol for use either on or off campus.</li> <li>➤ No other funds of an officially recognized student organization deposited or administered through the university may be used to purchase alcohol for use either on or off campus.</li> <li>➤ All events involving the use of alcohol must register through the Alcohol Event Registration process.</li> <li>➤ Advertisements (i.e. flyers, social media posts, word-of-mouth, etc.) cannot promote alcohol or illegal drugs or use it as a means to incentivize/attract students.</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.05</u> <b><u>Hazing</u></b></p>	<ul style="list-style-type: none"> <li>➤ Defines hazing and provides examples of activities that can be classified as hazing</li> <li>➤ No student organization may participate in any hazing activities</li> <li>➤ Also details the process for reporting hazing and a link to file an incident report</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.10</u> <b><u>Student</u></b> <b><u>Organizations</u></b></p>	<ul style="list-style-type: none"> <li>➤ Details and defines student organizations and the process for registering, renewing, etc.</li> <li>➤ The processes listed here are defined and documented throughout this handbook</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.11</u> <b><u>Posting</u></b> <b><u>Promotional</u></b> <b><u>Material,</u></b> <b><u>Including</u></b> <b><u>Banners</u></b></p>	<ul style="list-style-type: none"> <li>➤ Promotional material must have the name of the student organization(s) sponsoring the event.</li> <li>➤ Promotional materials will only be posted on bulletin boards or other approved areas (which are also detailed within the policy). It is up to building/office that runs the building to approve your promotional materials (each building/office has their process).</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.12</u> <b><u>Off-Campus</u></b> <b><u>Speakers</u></b></p>	<ul style="list-style-type: none"> <li>➤ If bringing an off-campus speaker to campus, please make sure include the proposed speaker's topic, bio, address, and telephone number when requesting campus facilities for the event. This will help the university ensure that any concerns relating to safety and security are addressed.</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.17</u></p>	<ul style="list-style-type: none"> <li>➤ Student organizations can sponsor non-university organizations and individuals wishing to come on campus for solicitation</li> </ul>

<p><b><u>Campus Solicitation</u></b></p>	<ul style="list-style-type: none"> <li>➤ If a student organization sponsors a non-university entity, they must note that in their facilities request (i.e. in 25Live when you are making your request to table, for example) <ul style="list-style-type: none"> <li>○ This will also help Event Services make sure you complete all requirements as well!</li> </ul> </li> <li>➤ There is a solicitation fee associated with this and only certain areas on campus allowed for this type of solicitation, see the policy for the complete listing</li> <li>➤ Note that a member of the sponsoring student organization must be with the non-university entity at all times</li> </ul>
<p><b><u>USC Columbia STAF 3.22 Fund Raising by Student Organizations</u></b></p>	<ul style="list-style-type: none"> <li>➤ Only student organizations can hold fund raising activities</li> <li>➤ Cannot solicit money door-to-door in the residence halls</li> <li>➤ Lotteries, raffles, and games of chance must be in accordance with South Carolina state law.</li> <li>➤ Fund raising activities are only allowed in certain parts of campus such as Greene Street, Pickens Street Bridge, Russell House, etc., see the policy for the complete listing.</li> <li>➤ Student organizations must note in their facilities request (i.e. 25Live when you are making your reservation) that you are hosting a fund raising event.</li> </ul>
<p><b><u>USC Columbia STAF 3.23 Outdoor Event Registration</u></b></p>	<ul style="list-style-type: none"> <li>➤ There are four routine areas for use for outdoor events on campus: designated areas in front and back of Russell House (i.e. patio, Davis Field, etc.), Pickens Street Bridge, Greene Street, designated areas of the Coliseum. Campus Recreation space is also okay. <ul style="list-style-type: none"> <li>○ Note that the Horseshoe is not one of them. Do not try to hold events on the Horseshoe.</li> </ul> </li> <li>➤ If you're looking to host an outdoor event in any other areas of campus, they must be approved by the Associate Vice President for Student Life (or designee).</li> <li>➤ Events can only be schedule during daylight; events could be hosted at night with approval by the Associate Vice President for Student Life (or designee).</li> <li>➤ Events cannot inhibit or hinder the normal operations of the university and safety is of the utmost importance.</li> </ul>
<p><b><u>USC Columbia STAF 3.25 Use of University Facilities</u></b></p>	<ul style="list-style-type: none"> <li>➤ Student organization must reserve facilities for events through 25Live which is the designated way that the Russell House Event Service office processes student organization reservations.</li> <li>➤ Student organization cannot host events during reading day or finals week in university union spaces(the only exception is study sessions)</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Requests for space in the Russell House must be submitted at least 24 hours prior to the event/meeting</li> <li>➤ Request for space outside of Russell House (i.e. academic space) must be submitted at least three business days in advance</li> <li>➤ No food, drink, or smoking is allowed in academic classroom space</li> <li>➤ No furniture may be moved from or into academic classroom spaces without prior approval</li> <li>➤ Any outdoor event held on campus involving 150 or more people, or involving the use of amplified sound must receive approval by the Director of Student Life</li> <li>➤ There is also some specific notes and rules for the use of the Russell House patio and Greene Street</li> </ul>
<p><u>USC Columbia</u> <u>STAF 3.27</u> <b><u>Russell House</u></b> <b><u>University Union</u></b> <b><u>Catering Policy</u></b></p>	<ul style="list-style-type: none"> <li>➤ Student organizations can use University Dining Services or any approved caterer on the Russell House caterer list for events in the Russell House. <ul style="list-style-type: none"> <li>○ Caterers can be added to this list by contacting Russell House Event Services and having the caterer fill out the proper forms</li> </ul> </li> <li>➤ Student organization cannot sell food or contract with an off-campus caterer/vendor to sell food (examples: selling slices of pizza made by dominoes, wings made by Wing Zone, etc.) <ul style="list-style-type: none"> <li>○ Bake sales or selling food you made yourself is okay though!</li> </ul> </li> </ul>
<p><u>USC Columbia</u> <u>STAF 6.26</u> <b><u>Student Code of Conduct</u></b></p>	<ul style="list-style-type: none"> <li>➤ This is the code of conduct that all students are held to, however, it also applies to student organizations and failure to abide by university policy can result in being submitted to the Office of Student Conduct</li> </ul>
<p><u>USC Columbia</u> <u>BUSA 1.03</u> <b><u>Catering for Student Organizations</u></b></p>	<ul style="list-style-type: none"> <li>➤ The university's food service provider has exclusive rights to provide full service catering for all receptions, banquets and breaks on campus.</li> </ul>