

# University of South Alabama Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

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The University of South Alabama (USA) recognizes the value and potential for faculty, staff, students, and external groups to use University resources to enhance learning, research, and public service. The University of South Alabama seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by the University of South Alabama or sponsored by external groups requesting use of University facilities and services.

For reasons that include safety of individuals, and assurance of professional, efficient performance of academic pursuits, operations, and services, those using campus resources must comply with applicable policies, rules, and regulations.

This University of South Alabama Camps, Conferences and Special Events Policy establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of campus resources. It also clarifies the applicability of law to University campus activities. The Camps, Conferences and Special Events Policy is intended to provide guidance (an)4.004 Aln(an)4.004995

sanctioned and externally-sponsored events.

## DEFINITIONS

Camps, Conferences and Special Events are defined as follows:

- x Camps are defined as any program or activity for individuals who are not regularly enrolled in the University and are under the age of 19. Programs bringing students, not regularly enrolled and regardless of age, to campus for extended study will also be considered camps for administrative purposes.
- x Organizations are generally university-sanctioned or sponsored by individuals designed to invite members of the community, regardless of age, to the USA campus or to a non-university facility shall fall under the purview of this policy statement.
- x Special Events are public activities with a scheduled time, location and duration using University facilities and/or roadways.

Any Event covered by this policy statement will be classified as either University-sanctioned or externally-sponsored:

- x University-Sanctioned Events are considered official programs of the University of South Alabama and are designed to enhance its mission and public service. The sponsoring unit must be actively involved in the planning and administering of the event. These Events are administered in accordance with all laws, policies and procedures governing the University. University-sanctioned events will be classified as Tier I or Tier II as follows:
  - o Tier I Events use a variety of University facilities and services not under the control of the sponsoring department.
  - o Tier II Events use facilities and services under the control of the sponsoring department.

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- x Externally sponsored Events are conducted by a third party using certain approved University facilities

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For University-sanctioned Events, the University reserves the right to require chaperones, secondary insurance, medical information

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approved event transportation. Only in the event of an emergency should an event sponsor transport a participant in his/her personal vehicle.

The Center will prepare a contract, outlining all event arrangements and estimated costs, for signature by the Sponsoring Unit. The Sponsoring Unit will return the contract to the Center. The Center will forward the contract to the University Contract Office for signature.

c. Participant Records

University records of participants in University-sanctioned Events, including health forms, must be handled in accordance with Family Education Rights and Privacy Act.

(<http://www.southalabama.edu/academicaffairs/ferpa.pdf>)

d. Financial Management

University-sanctioned Events may be funded through grants and contracts or by registration fees. Each Event should generate adequate revenue to cover Event direct and indirect costs.

Income, disbursements, and contractual agreements must be handled in accordance with laws of the State of Alabama and existing University policies and procedures. Overall financial

management of the Event is the responsibility of the Sponsoring Unit, including the responsibility to cover a net loss from all events.

Sources for funding losses should be identified and documented in the approval process.

For non-grant-funded Events, the Center will establish each Event as a cost center for the purposes of reporting financial data to the Sponsoring Unit. Any revenues or disbursements handled by the Center, on behalf of the camp, will be included in the financial data. Grant-funded events will be accounted for in the grants established fund.

The Center will contract for and transfer funds for Event-related disbursements for University facilities, services, and secondary accident insurance. Upon request, disbursements for other Event-related expenses may be handled by the Center. Otherwise, these will be the responsibility of the Sponsoring Unit.

Compensation to a University employee must be handled through USA payroll and is subject to all associated taxes and fringe benefits. For budgeting purposes, the fringe benefits should be

calculated at the rate established by the Office of Grants and Contracts Accounting.

(<http://www.southalabama.edu/financialaffairs/grantsandcontracts/rates.html>)

Grant-Funded Events Financial administration of grantor contract-funded Events will follow existing practices and procedures for all grants and contracts and may be handled by the department sponsoring the Event with oversight by the Office of Sponsored Programs and Office of Grants and Contracts Accounting.

Registration Fee-Funded Events

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collected should be deposited in accordance with procedures established by the University of South Alabama Department of Internal Audit. These procedures will document the collection of fees and segregate duties. Camp sponsors will have read the web access to camp enrollment data.

## 2. Administrative Practices for Externally Sponsored Events

The Center, in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, Department of Athletics and Public Relations will maintain an online

. This document will include necessary procedures, instructions, and forms.

All aspects of these programs, including food service, classroom space, housing, recreational/sports/intramural facilities, and required liability insurance will be facilitated by the Center. The Center will prepare a contract, outlining all event arrangements and estimated costs, for

University Transportation Services are not available for externally sponsored events.

## 3. Administrative Practices for Political Campaign Activities

While the University of South Alabama cannot endorse a candidate for political office, it will provide facilities on an impartial basis for political campaign related activities of university recognized student organizations. Such groups will pay the usual and customary fees for use of institutional facilities and make no representation of university endorsement of any candidate.

The university or a university recognized organization may offer political forums. In such cases every legally qualified candidate for a certain political office shall be invited and given equal access and opportunity to speak. No representation of endorsement by the university may be made in these forums. University of South Alabama does not endorse any political candidates. This event is being sponsored by (name of university recognized organization) and the views expressed are those of the unrestricted speech areas as designated by the Office of the Vice President for Student Affairs and within the rules for such areas as promulgated by the university. The above referenced activities may include speeches, question and answer sessions, and other similar communications, but may not be conducted as rallies, fundraisers, or other partisan political events. No leaflets are permitted to be distributed. The Office of Governmental Relations will be notified by the sponsor of all political campaign activity on campus.