



On Campus Events

RSOs are expected to reserve on-campus spaces through the RSO Team. This is done by submitting an Event Request Form on Involve@State. Below are the foundational policies, practices and procedures for hosting on-campus events. It is advised to work with your RSO adviser, the RSO Team and Campus partners to work through the details of your on-campus events and meetings.

General Event Planning Policies

The following policies apply to all student organizations recognized as a RSO for all events on campus, and for inside or outside facilities.

- In order to hold an on-campus event, an Event Request Planning Form must be completed in Involve@State. All activities and their time, place, and manner cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements. Student organizations are required to have proof of their approval with them at the event. Student organizations can print out a copy, have a copy of the confirmation in their email, or have access to the form through Involve@State.
- For major events (dances, parties, concerts, etc.), the RSO must submit an Event Planning Form a minimum of 20 business days in advance through Involve@State. It is highly advised that large-scale events be planned two to three months in advance.
 - A major event is one that meets one or more of the following criteria:
 - 300+ people anticipated at the event
 - An expectation or request for security
 - An event budget of \$750 or more
 - Record-breaking/endurance/marathon event
 - The event is co-hosted by multiple university departments and services
 - All major events must be approved by the manager of the hosting facility, Office of Spartan Experiences, and the Michigan State University Police Department (MSUPD).
 - All major events held on campus that start on a Sunday-Thursday must end no later than midnight.
 - All major events held on campus that start on a Friday or Saturday must end no later than 1:00 a.m.
 - On rare occasions, an exception may be requested. Speak with the Office of Spartan Experiences before you submit your event request about the possible exception.
 - All major event applications and marketing must contain information regarding whether the event is open to MSU students only or to the general public, the type of identification that must be shown, and information on tickets if applicable.



- For other activities and events (meetings, speakers, workshops, etc.), the RSO must submit an Event Planning Form a minimum of five (5) business days in advance through [Involve@State](#).
- RSOs should consult with the RSO Advisor and/or the Office of Spartan Experiences in identifying venues that would be conducive to the event being planned, which can include classroom spaces (25Live), events spaces, and outdoor locations (<https://studentlife.msu.edu/rso-s/Resources/events.html>).
- RSOs must consult with their RSO advisor on all RSO events and details including logistics, marketing, budget, rain location, accessibility, etc.
- RSOs must designate a representative(s) to be responsible for the planning and implementation of the event/activity and who is able to work with the Office of Spartan Experiences and other campus partners on the approval and implementation of the event.
- Event venues and campus services may assess fees or there may be sales at the events by the RSO. Therefore, RSOs are required to have a University financial account if any one (1) or more of the following event conditions are present:
 - Event is revenue producing (admission fees, ticket sales, product sales, etc.).
 - Please be sure to read through the Financial Section entitled: “Paying Another Campus Department or Organization”.
 - Utilizing university services (catering, MSU bakery, etc.).
 - Utilizing university facilities (MSU Union Ballroom, etc.).
- If a RSO is utilizing tickets, before ordering or selling any tickets, RSO representatives must meet with Office of Spartan Experiences staff to discuss what information should be printed on the tickets and the amount of tickets to be printed. The Office of Spartan Experiences will give final approval for the amount of tickets to be printed.

How to Request an Event on Involve@State

To request an event on campus a RSO must submit an Event Planning Form, which can be found in [Involve@State](#).

To submit a request:

- Log onto [Involve@State](#).
- Locate your RSO and click through to your RSO page.
- Select the image of three horizontal bars in the upper left corner.
- Click on the gear icon next to the RSO name.
- Select “Events” from the vertical menu.
- Select “+ Create Event” in the upper right corner.
- Provide Event Title, Theme, Description, Start Date & Time, End Date & Time, Location and Show To.
- In the “Time and Place” field, RSOs can request one (1) date or several. For recurring events, such as weekly meetings, the requestor must add each date on the form and times must be the same each week. To add additional dates select “+Add Another Date”.
- For physical locations, you will have the option to provide a map to your event/meeting location by providing a full address.



- For online locations, you can provide a link (Zoom, Google Hangout, etc). If a password is required, you can provide that information in the “Online Location Instructions for Attendees” section.
- Please allow a minimum of five (5) business days to process requests for meetings and small-scale events (meetings, information tables, etc.).
- Please allow a minimum of 20 business days to process requests for large-scale events (catering, outdoor and weekend events, amplified sound, etc.).
- RSO events can be requested each semester, starting with the first week of classes and ending the week prior to finals.
- Event requests for fall can begin as early as Aug. 1.
- Event requests for spring can begin fall finals week and beyond.
- Event requests for summer can begin spring finals week and beyond.

Event Security

The Michigan State University Police Department (MSUPD) has the sole responsibility for providing the police and security functions on the campus of Michigan State University. All police and security needs must be discussed with the MSUPD and if it is determined a need exists, MSUPD will provide the services. Student Life will include MSUPD in all requests that may need security in the approval process of the request. The following are considerations for when working with MSUPD:

- A total of two (2) officers per event may be assigned to the RSO event at no cost. Depending on any additional security needs, (Greencoats, additional MSU Police Officers, security equipment, etc.) the organization may incur some security costs.
- MSUPD requires a minimum of 20 business days to schedule security for a major event.
- For any event requiring security, the RSO representative, Department of Student Life, facility manager and MSUPD must meet to discuss security.
- Most events that require MSUPD security will not be allowed in Residence Halls.
- No money should be collected at the door. All tickets and sales should be presales.
- Security measures must be approved by MSUPD and the Department of Student Life. These can include but are not limited to:
 - RSO advisor being present for the duration of the event.
 - Department of Student Life staff being present for the duration of the event.
 - MSU Greencoats being present for the duration of the event.
 - MSUPD being present for the duration of the event.
 - Major events cannot be held on weekends of home football games.
 - Friday and Sunday events on weekends of home football games may not be approved due to limited available resources .
 - Major events of 300+ anticipated participants must have MSU PD present during the event.
 - This can be waived with the approval of the Student Life and the facility manager.
 - Photo IDs will be required for admission to all events.
 - For dances and mixers with attendance of 300+ anticipated participants, admission will be only MSU Students with MSU picture ID.



- For all other events, all participants (students, staff, faculty, public) will be required to show picture ID.
- Major event marketing must contain information regarding whether the event is open to MSU students only or to the general public, the type of identification that must be shown, and information on tickets if applicable.
- For dances and mixers, the lights must be turned on and the last song must be played at 15 minutes prior to the scheduled ending time of the event.
- The RSO may be expected to provide its own security committee for events that require MSUPD. This committee will consist of a minimum of six (6) persons that must be available to assist with the following functions:
 - Identify and mediate potential conflict situations when needed.
 - Alert police officers, the Division of Student Affairs and Services staff and/or Department of Student Life staff of potential or active problem situations and/or persons.
 - The committee will also meet with the police officer, facility personnel Division of Student Affairs staff and/or Department of Student Life staff 30 minutes before the event to identify themselves and review special needs for the event.
 - Be responsible for all ID checks as part of admission into dances and mixers.
 - After any event, the facility manager and/or supervisor and, if in attendance, the MSUPD, will file separate reports with the Department of Student Life regarding incidents, including any observed violation of these procedures or university regulations or laws.
- RSOs are not allowed to contract with an off-campus agency for security at events on campus.

Event Involving Food and/or Alcohol

RSOs that would like food at their event should indicate that on the planning form. Additional details, including but not limited to whether food will be catered or, include store bought snacks, are required in order to assist the RSO Team Department of Student Life in supporting the request. Many venues on campus only allow food from on-campus facilities. If you wish to have food at your event or activity, submit your request 20 business days prior to your event in order to work through the details and expectations of your venue.

Event Involving Alcohol

RSOs that would like alcohol at their event should first read the state and university regulations in this handbook under the heading "[Alcoholic Beverages](#)." If the RSO believes the event meets the requirements as stated in these rules, the RSO representative should visit the Department of Student Life and bring a letter signed by both the RSO president and advisor stating everyone in attendance at the event will be at least 21 years of age PRIOR TO THE EVENT. The Department of Student Life will not approve events, reimbursements or will not sanction use of alcohol at an event if attendees are under 21 years of age.



Speakers

RSOs hosting a speaker should do the following:

- Do research on the speaker or presenter.
- Be aware of the [Speakers Policy](#) and [University Facilities-Use for Political Activities Policy](#)
- Have a formal written agreement or contract with the speaker.
- Indicate all event details including compensation in the contract or agreement.
- Speaker may have a contract they will wish to use.
- If partnering with a campus department/office, they may need to facilitate executing contracts.
- Students who are designated as authorized signatories may sign contracts if the organization is solely responsible for the speaker, fees, etc.
- Advisors are advised not to sign contracts for RSOs.
- RSO and signatories on contract will be responsible for contracts, fees, etc.
- RSOs sponsoring a speaker from outside of the university, must indicate on the Event Planning Form the speaker's name and the speaker's topic.
- Depending on the topic additional offices may be asked to review the event.

Outdoor Events

RSOs requesting an outdoor event must submit an Event Planning form through [Involve@State](#) AND an IPF Event Service Request.

RSOs requesting an outdoor event that involves amplified sound (Bullhorn, DJ, Sound Systems) will be reviewed by a Student Life staff member who will send the request to the Secretary to the Board of Trustees and Classroom Scheduling. The RSO will be notified if the amplified sound request has been approved through [Involve@State](#).

Raffles

RSOs are considered a separate entity from MSU. Therefore, RSOs are required to obtain a valid State of Michigan tax ID number and valid raffle/lotto license, issued in their own name to host a raffle. All appropriate paperwork and approvals are done directly with the State of Michigan. More information regarding obtaining a tax identification number and raffle license can be found in the [Financial Section, General Policy Subsection of this RSO Handbook](#). Please note that MSU will not assist a RSO in obtaining a license or complying with State raffle requirements. A RSO must present a copy of the raffle license with the Event Planning Form when submitted. License presentation is for the sole purpose of confirming the raffle is authorized.

Corporate Sponsorship

RSO receiving assistance from commercial establishments must make it clear on all advertising that the event is sponsored by the RSO with only "assistance from" the outside group. The commercial product or company may not be advertised in a manner greater than the activity and/or the sponsoring RSO. No alcohol related sponsors are allowed. No sales may occur during



the sponsorship. Questions should be referred to the Department of Student Life, involve@msu.edu.

RSO Reporting Off-Campus Event and Travel Expectations

If your organization hosted an event off-campus or traveled off-campus as an organization and meets one of the below criteria you must submit the [Clery Non-Campus Property Form](#). This expectation is due to the Clery Act requirements we are expected to follow.

Criteria are:

- If the RSO is hosting an event, meeting, practice, etc and has a written agreement for use of a building or property (including fields, parks, event venues, etc.).
- If the RSO is traveling and has a written agreement for use of a building or property (including lodging or event venue, etc.).

Information that you will need to provide is:

- If there is an MSU faculty or staff in attendance for possible Campus Security Authority (CSA) designation).
- Address of the location the RSO is renting or owns.
- Date(s) and time(s) for the event(s), meeting(s), practice(s) or trip(s).