Administration of Registered Student Organizations

University Administration has authority to manage the policies within this document and to take action based on them, together with other University policies and all applicable law. Registered student organizations must adhere to the policies outlined below. Unless otherwise denoted hereafter, the use of the term “student organization” shall include sports clubs registered by Recreational Services.

I. Financial Management & Reporting

Student organization funds may not be allocated for purposes prohibited by University policy. The Center for Student Involvement & Leadership, in cooperation with UISG and GPSG, and Recreational Services conduct mandatory financial information meetings annually. Each student organization is responsible for having at least one representative present at these mandatory financial information meetings. Student organizations must allow two weeks for most payment processing.

A. Accounts: No University of Iowa student organization shall have an outside bank account without written authorization from the vice president. Student organizations are required to transact all financial business through the Student Organization Business Office or Fraternity Business Service (i.e., for student organizations and fraternities and sororities) or Recreational Services (i.e., for sports clubs). This offers the advantage of a permanent record of transactions, a detailed monthly statement of account, and the purchasing power of the University. Failure to do so may result in revocation of registration. Student organizations registered by an academic college or affiliated with a University department or unit may transact business through the sponsoring college/department/unit. Professional housing organizations may transact business through the Fraternity Business Service.

B. Cash-handling: Student organizations are required to follow all cash-handling policies established by the Student Organization Business Office, Recreational Services, or UI Accounts Payable and Purchasing Departments.

C. Equipment Purchases: When certain purchases are made for student organizations or when certain types of acquisitions, including but not limited to, the examples noted below, are made by any student organization using mandatory Student Activity fees or Recreational Services fees, the acquisitions become University property and/or the University inherits certain risks and obligations. To help protect the University, the student organization, its members, and its adviser, such acquisitions must be consistent with University policy, follow University procurement procedures, and be processed through UI Purchasing. A University department or unit must be willing to assume ownership and take responsibility for maintenance, storage, insurance costs (if any), and appropriate use before funds can be allocated to a registered student organization and before the acquisition can be made. The University department or unit assuming responsibility must process a requisition for these items through UI Purchasing. Examples of these acquisitions include, but are not limited to:

   a. Equipment items with a cost of $5,000 or more that are placed on the University’s inventory;
   b. Printing and copying jobs done outside the University
c. Ordering or printing goods with a design, without UI Licensing approval  
d. Personal items or services  
e. Alcohol/firearms/ammunition  
f. Telephones other than University campus phones  
g. Animals  
h. Radioactive or hazardous materials  
i. Wagers or gambling of any sort  
j. Other equipment or services identified by the Office of Risk Management, Insurance &  
Loss Prevention that have liability exposure. When a question exists regarding liability  
exposure, the registered student organization or the college/department/unit should  
contact the Office of Risk Management.  

D. Non-Profit Status: The University of Iowa is a non-profit entity; Student organizations do not  
share this status.  

E. Tax Exemption Status: Student organizations are exempt from paying sales tax on the gross  
receipts from goods and services rendered in fulfilling its purpose as an educational institution  
when utilizing University-based forms of payment (i.e., procurement cards, vouchers, etc.).  

F. Payment for Services:  
   a. Check Voucher: Student organizations must pay a vendor with a check when the vendor  
does not accept credit cards, the student organization is donating money, or the total  
purchase exceeds $5,000. Authorized signers, as listed in OrgSync, must first complete,  
sign, and submit a check voucher. Checks are printed by UI Accounts Payable and may  
be obtained by a member of the student organization or the University can mail it to the  
vendor.  
   b. Individual Services Voucher: Student organizations must pay an individual for services (a  
speaker, performer, student worker, referee, etc.) by completing an appropriate  
contract (signed by the payee and the appropriate University administrator) and an  
individual services voucher. Payment will not be processed without completing both the  
appropriate contract and individual services voucher.  
   c. Credit Card Payments: Student organizations may request to use a Student Organization  
Business Office (SOBO) credit card (for most routine purchases under $5000). Sport  
Clubs must see the Financial Management & Reporting Supplemental Guide for Sport  
Club credit card use. Student organizations must complete a Credit Card Request form  
and all expenses incurred will be charged to the student organization’s account. Credit  
Card Request forms must be completed, signed, and submitted to SOBO 24 hours prior  
to picking up a credit card.  

G. Philanthropic Contributions  
   a. Monies benefitting student organizations: Student organizations have access to a ‘Gift  
Account’ held by the UI Foundation (UIF). Deposits to this account are tax deductible  
for the donor and incur a 5% UIF service fee. Deposits to this account are only allowed for  
national deposit amounts of less than $2000.  
   b. Contributions raised by student organization: Student organizations must provide proof  
that organization membership voted to approve the contribution/donation to the  
benefitting agency. Submit meeting minutes to SOBO or Recreational Services that
document the approval and complete an Event Information Form (EIF). Once the EIF is approved, the organization must submit a complete and signed check voucher.

H. Receiving Online Payment: Student organizations utilizing online registration through which a financial transaction is occurring that will benefit the student organization must utilize the University approved vendor for online payment.

II. Funding Resources

Registered student organizations are guaranteed an equal opportunity to apply for funds from mandatory Student Activity fees (i.e., for student organizations) or Recreational Services fees (i.e., for sports clubs) or for any other benefit conferred by the University of Iowa Student Government (UISG) or Graduate and Professional Student Government (GPSG) or their constituent bodies, without differentiation for reasons that violate the University Policy on Human Rights or inhibit the group’s exercise of First Amendment rights of free expression and association. Nothing in this section shall be construed to create or guarantee any expectation of the receipt of funding or other benefits from UISG and/or GPSG and/or Recreational Services by any student organization or to prohibit the individual consideration of the program merits of funding or other proposals submitted by such student organizations.

**Student organizations must follow all University cash-handling policies as established by the Student Organization Business Office, Recreational Services, or UI Accounts Payable and Purchasing Departments.**

A. Sponsorships: Student organizations must receive permission to request funds or other valuable assets. A student organization must first file an Event Information Form with the Student Organization Business Office or Recreational Services and receive permission before sponsorship requests can be made. Monetary donations received by the student organization may not be converted to private use and must be deposited in the organization’s account.

   a. Commercial Sponsorship (received from businesses or corporations)

      i. In-kind sponsorship: Student organizations may request and receive contributions (e.g., coupons, gift cards, food, venue rental) from businesses to benefit the organization’s activities. Federal financial aid regulations require the University account for all aid, including gift cards provided to students, if the student is a recipient of need-based financial aid. If the recipient of the gift card receives financial aid from the UI Office of Student Financial Aid, this action may impact the amount of financial aid the student receives.

      ii. Monetary sponsorship: Student organizations may request and receive monetary contributions from businesses to benefit the organization’s activities.

   b. University Co-sponsorship (received from a UI college/department/unit or student organization)

      i. In-kind sponsorship: Student organizations may request and receive contributions (e.g., coupons, gift cards, food, venue rental) from UI colleges/departments/units or other student organizations to benefit the organization’s activities. Federal financial aid regulations require that the University account for all aid, including gift cards provided to students, if the
student is a recipient of need-based financial aid. If the recipient of the gift card receives financial aid from the UI Office of Student Financial Aid, this action may impact the amount of financial aid the student receives.

ii. Monetary sponsorship: Student organizations may request and receive monetary contributions from UI colleges/departments/units or student organizations to benefit the organization’s activities.

c. Sponsorship of external vendor for profit: University policy permits student organizations to sponsor for profit businesses, the University regulates the time, place, and frequency of these opportunities. An off-campus enterprise whose items or services are being marketed by a student organization may be required to indemnify the University and provide adequate insurance well in advance of the event as a precondition of the approval.

B. Sales

a. Raffles: A raffle is a form of gambling and raffle sales will be taxed. Student organizations must complete and sign the gambling license application form and submit to Student Organization Business Office (SOBO) for approval, in addition to completing an Event Information Form (EIF) for the event. If approved, a copy of the gambling license must be obtained at the SOBO and displayed at any location where raffle tickets are being sold, and at the time the winner is announced. Student organizations must use a secure cash box (available for rent from The Hub). Gambling other than raffles is prohibited. Additional requirements are included on the gambling license application form and must be followed to receive approval.

b. Event/Tournament/Program Admission: Student organizations are allowed to charge admission to events/tournaments/programs. Admission revenues collected are taxable and receipts must be submitted to the Student Organization Business Office or Recreational Services.

c. Event/Tournament/Program Registration: Student organizations are allowed to charge registration fees to events/tournaments/programs. Registration revenues collected are taxable and receipts must be submitted to the Student Organization Business Office or Recreational Services.

d. Merchandise: Student organizations are allowed to sell items for profit outside of their membership. Merchandise sales are taxable and receipts must be submitted to the Student Organization Business Office or Recreational Services.

C. Prohibited Activities:

a. Bar Crawls
b. Date/People Auctions
c. Car Smash

III. Programs/Events/Tournaments

Student organizations may participate alone or with others in planning, promoting, financing, executing, and evaluating a program/event/tournament, hereafter referred to as event. An event is considered to be sponsored by a student organization when organization members are notified in a regular or special meeting or by a special announcement or posting, or when the financial responsibility is met by the organization, or when specific plans or arrangements are made to
conduct an event. Absence of members at an event does not relieve the organization from responsibility as a sponsor. However, presence of members of a student organization at an event does not automatically qualify that organization as a sponsor unless the organization itself took part in planning, announcing, discussing, financing, or executing the event.

Student organizations sponsoring events must have a balance on hand in its student organization account to cover the costs of the program, including facility rental, HUB charges, speaker’s fee, advertising, and other expenses, or adequate funds must be deposited with the organization by an underwriter, which funds cannot be repaid until all costs and expenses incurred by the organization in presenting the event have been satisfied. No advertising or publicizing of any commercial product or trade name shall be permitted without prior approval.

A. Time, Place, Manner: Student organizations may have events at 1) reasonable times and places, 2) in a manner consistent with the educational purposes of the University, 3) under reasonable conditions imposed by the University officials charged with control of the areas involved, and 4) under any rules prescribed by the Center for Student Involvement & Leadership, Recreational Services, IMU Event Services, and colleges/departments/units.

a. Conditions: In determining the reasonableness of the time, place, and manner of the planned event or activity the Center for Student Involvement & Leadership, Recreational Services, IMU Event Services, and Facilities Management, Space Planning & Utilization shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. Other reasonable time, place, and manner conditions may be imposed as a precondition of conducting the activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, the adequacy of arrangements for crowd control, parking, and sanitary facilities).

b. No event request shall be denied unless the applicant is apprised of the reasons for the denial. In the case of a denial, an immediate appeal shall be afforded by the vice president or their designee.

B. Registration Requirements (Event Information Form): An Event Information Form (EIF) is required for events with one of the following situations:

a. Reservations for space with a rental fee, Hubbard Park, Kautz Plaza/Pentacrest, hosting a speaker, blood drives, tournaments, bake sales, rallies, showing or playing copyrighted material (movies), or charging admission/collecting funds, or any other reservation deemed as required by Center for Student Involvement & Leadership, Recreational Services, or IMU Event Services.

b. The form is initiated with IMU Event Services or Recreational Services. The student representative is responsible for obtaining the appropriate signatures and returning the form to the IMU Event Services Office or Recreational Services for final review. Completed forms, accompanied by any necessary payments, must be returned before a reservation will be confirmed. EIF’s should be initiated one month before the event date and returned completed and ready for the final signature from IMU Event Services or Recreational Services two (2) weeks before the event date. Groups hosting events in a General Assignment Classroom will require an EIF if they are hosting an outside speaker, political candidate, showing or playing copyrighted material (movie), or tabling.
C. Use of University Space & Facilities: Student organizations may use University space and facilities with written permission subject to University regulations. In order to seek written permission to use University space and facilities, student organizations must submit an Event Information Form at the appropriate office (IMU Event Services or Recreational Services as explained above). Requests for use of space within University Housing should be submitted to the Hall Manager of the building in which the desired space is located. Requests to use Recreational Services facilities must be made to Recreational Services.

   a. Charges: Student organizations that are permitted to use available University space and facilities may be charged an amount commensurate with the expense incurred by the University in making the facility available.

   b. General Assignment Classrooms: Student organizations must visit IMU Event Services to initiate the reservation process for a general assignment classroom in an academic building. Events that cannot be accommodated in the IMU will be referred to the Classroom Scheduling Office for room availability.

      i. Cash transactions are not permitted in General Assignment Classrooms.

      ii. Food is not permitted in General Assignment Classrooms.

   c. Policies regarding Pentacrest use (University Operations Manual)

   d. Policies regarding other outdoor space use (University Operations Manual)

D. Risk Management: The process of identifying and assessing risk in developing strategies to avoid personal injury, property damage, and resultant financial loss. Student organizations should consult with the appropriate college/department/unit to identify, assess, and develop strategies around potential risk management issues. Student organizations should also consider reputational and emotional risks to the University, their organization, the community, and individuals when developing organization programs.

   a. Waiver & Release Forms: Student organizations may be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and develop a waiver and release form for certain types of events (e.g., physical activities, travel).

   b. Insurance: Student organizations may be required to work with the Office of Risk Management, Insurance, & Loss Prevention to assess the need for and potentially purchase special event insurance for organization-sponsored events (e.g., inflatables, races, competitions).

E. Philanthropic Programs & Fundraisers: Student organizations are allowed to plan and host events that raise awareness and/or funds for charity.

   a. Bake Sales: Student organizations are permitted to conduct bakes sales in the IMU, Recreational Services facilities, or academic colleges at specified areas or on Hubbard Park. All regulations set by the Johnson County Department of Public Health and IMU/Recreational Services/academic colleges must be strictly followed. An EIF is required for all bake sales.

   b. Race Events: Student organizations are permitted to plan and host competitive and non-competitive race events (e.g., fun-runs; timed walk, run, wheel races) to raise awareness and/or funds for charity. Student organizations must meet with and receive approval from the appropriate staff in the Center for Student Involvement & Leadership. Event Information Forms are required for all race events.
F. Registration of Programs to which Admission is Charged and/or Donations are Accepted:
   Student organizations may sponsor entertainment, tournaments, or lecture programs to which a
general admission fee is charged provided such programs are registered with IMU Events
Services or Recreational Services at least two weeks in advance. No contracts or other financial
commitments may be made by the sponsoring student organization until registration is
completed. When admission is charged or donations are accepted at an event held on campus,
The HUB or Recreational Services must approve the method to collect the money. The persons
interested in obtaining The HUB’s fee schedule should contact The HUB. Student organizations
must make all financial arrangements with the Student Organization Business Office or
Recreational Services.

G. Guest Speakers: Student organizations may invite guest lecturers, panel participants, discussion
leaders, or others from off-campus to speak or otherwise participate in campus programs
provided such programs are registered at least one week in advance. Event Information Forms
are required for all guest speakers. Final arrangements with guest speakers should not be made
by the sponsoring student organization until registration has been completed.
   a. In the event the speaker or the issues are controversial, the Center for Student
   Involvement & Leadership, Recreational Services, or college/department/unit may
   require the sponsoring student organization to 1) obtain a tenured member of the
   faculty to chair the program or 2) provide for the speaker to be subjected to questions
   from the audience at some time during the program. For more information see

H. Political Activities & Campaigning: Candidates for municipal, county, state, or federal political
offices are permitted to campaign on campus under limited circumstances. Student
organizations that support the election or defeat of a particular candidate, party, or ballot issue
may 1) advertise meetings and events on campus; 2) reserve tables in the designated area(s) of
the Iowa Memorial Union; and 3) reserve University facilities for meetings and events. These
privileges are subject to space limitations and appropriate University regulations regarding use.
A visit to campus by a candidate for a non-university elected office or by an agent for such a
candidate must be sponsored by a student organization.
   a. Political Activities in Residence Halls: University Housing & Dining offers politicians and
   political organizations access to residence hall students on a limited basis. A politician
   or political organization is defined as: candidates for public office, candidates running
   for University of Iowa Student Government (UISG), political organizations (both student
   and non-student) campaigning for election or campaigning on behalf of issues on the
   public ballot, or organizations that are sponsoring a political event.
   b. Student Government: Candidates for student government positions must follow election
   rules as established in the Student Elections Code.

I. Tabling: Information tables may be reserved by a student organization to disseminate
information, or to collect funds or other support (e.g., signatures, supplies) from persons
outside its membership. Tables may be reserved in the IMU, Recreational Services facilities, or
some colleges/ departments/ units. An Event Information Form is required, and all reservation
policies must be followed, for all table reservations in the IMU and Recreational Services
facilities.

J. Alcohol (Refer to Section VII below)
K. Prohibited Activities include, but are not limited to:
   a. Bar Crawls
   b. Date/People Auctions
   c. Car Smash

IV. Publicity & Marketing

A. Printing: Student organizations are prohibited from using student organization funds to purchase or obtain printing or copying services from vendors external to the University. Reimbursement to student organization members, who may have paid for external printing or copying services on behalf of the student organization, is prohibited.

B. Design Approval/Licensing: All printed design orders must be approved by the Center for Student Involvement & Leadership or Recreational Services before any orders can be placed. Approval from University of Iowa’s Trademark Licensing Office is required if the design includes use of any University of Iowa trademarks, logos, or indicia. Please refer to the Student Organization Licensing Policy for complete information.

C. Websites: Student organizations may develop a website that must be hosted on the University of Iowa network or UI-approved vendor. The following disclaimer must be included on a student organization homepage: “The statements, expressed opinions and links displayed on (your organization’s name) web pages are generated and posted by the student members of (your organization’s name). No official endorsement or approval by the University of Iowa of the viewpoints expressed on this web page or any of the student organization activities described on this web page should be inferred. The activities and events of this student organization are not necessarily sponsored or approved by the University of Iowa.”
   a. All student organizations are responsible for complying with the University’s policy regarding “Acceptable Use of Technology Resources” located at http://www.uiowa.edu/~our/opmanual/ii/19.htm.

D. Chalking: Chalking is defined as the marking of a surface with chalk in order to communicate a message. Student organizations may “chalk” to publicize an upcoming event that the organization is sponsoring that will be open to all students. Chalking is only allowed on the three sidewalks that are the perimeter of Hubbard Park (North, East, and South sides) and T. Anne Cleary Walkway (Jefferson St. to Market St.). The message/art work must include the name of the sponsoring student organization and may only be created with water-soluble chalk.
   a. The following types of messages may not be created under any circumstances, and the University reserves the right to remove any such messages and may impose disciplinary sanctions for them:
      i. Obscenity
      ii. Profanity
      iii. Any form of hate speech
      iv. Any message threatening individuals or groups of people or to incite physical or psychological harm.
   b. Complaints about chalking may be directed to the Center for Student Involvement & Leadership.
   c. Facilities Management and other University administrators are authorized to remove any chalking that does not comply with this policy. Costs associated with removal will
be charged directly to the student organization’s account. If an organization does not have a student organization account, or has insufficient funds to cover the cost of removal, other privileges may be forfeited.

E. Posting: Student organizations that wish to post on campus bulletin boards and Cambus, must adhere to the policies established by the respective facility or college/department/unit regarding the posting of materials on campus. Student organizations are responsible for contacting the appropriate facility staff or college/department/unit for applicable policies.

F. Mass Email: Student organizations wishing to send a mass e-mail to members of the UI community must obtain permission from the vice president. Student organizations may send one mass e-mail per semester through the University mass e-mail system.

G. Digital Signage: Student organizations that wish to post on campus digital signage (electronic displays) must adhere to the policies established by the respective facilities or colleges/departments/units regarding the posting of digital signage. Student organizations are responsible for contacting the appropriate facility staff or college/department/unit for applicable policies.

H. Tabling: See section III.I

I. Distribution of Fliers, Handbills, and Leaflets: Student organizations are allowed to distribute information to publicize an upcoming event that the organization is sponsoring that will be open to all students. Spontaneous distribution of materials does not require approval as long as it is not disruptive, does not interfere with scheduled University activities, or violates any University policy.

V. Travel

Student organizations may submit a request to travel for reasons that are consistent with the organization’s/University’s mission and purpose, individual/organizational leadership and development, or to participate in programs that contribute to the University’s strategic priority of student success.

A. UI Vehicle Rental: Student Organizations may rent a vehicle from University of Iowa Fleet Services.
   a. Approved uses: Requests for vehicle usage from UI Fleet Services will only be approved for travel to a national or regional conference, or national or regional academic or athletic competition.
   b. Processes: Student organizations must complete and submit appropriate paperwork to the Student Organization Business Office or Recreational Services.
   c. Training: Student organization leaders must complete necessary training as required by UI Fleet Services.
   d. Related Costs: Student organizations are responsible for costs associated with vehicle rental.
   e. Cambus Rental: Student organizations may request to rent a Cambus vehicle and driver services for a student organization sponsored activity or event. Student organizations are responsible for costs associated with the rental.
   f. Transporting of the following is strictly prohibited:
      i. Alcohol
      ii. Guns/Weapons/Ammunition
iii. Bottled gases

iv. Chemicals

v. Individuals not approved to travel by the Center for Student Involvement & Leadership or Recreational Services

B. Non-UI Vehicle Rental
   a. Charter Buses: Student organizations may hire a professional charter service to provide transportation service for a sponsored event. Student organizations must follow University policy regarding contracts. See section below.

C. Use of Personal Vehicles: In the event vehicles are not available from UI Fleet Services for approved purposes, student organizations may allow use of privately owned or rental vehicles for the above purposes with prior written authorization (the University may require proof of insurance). Rental fees, mileage, or other expenses incurred by individuals or organizations in violation of this policy are not an allowable University travel expense and will not be reimbursed. (From Ops Manual http://www.uiowa.edu/~our/opmanual/v/19.htm)

D. Use of 3rd Party Travel Agency: Student organizations may hire an external travel agency to provide planning services for an approved, organization trip. Student organizations must follow University policy regarding contracts. See section below.

E. Lodging: Student organizations must follow all Student Organization Business Office or Recreational Services processes for reserving and paying for hotel accommodations for approved student organization travel.

F. Prohibited Activity:
   a. International Travel: Student organizations are not allowed to plan, sponsor, or coordinate trips that occur outside of the continental United States.
   b. Discounts for Individuals Planning Trips: No student organization member(s) may receive discount benefits for providing event coordination or sale of travel packages, which are not made available to all travel participants.

VI. Contracts & Agreements

Student organizations and student organization members are not allowed to sign or enter into contracts or binding agreements on behalf of the student organization or the University. Contracts exist to outline expectations and responsibilities of the involved parties, and are not limited to arrangements involving payment for services. Student organizations must complete and submit an Event Information Form to the Student Organization Business Office or Recreational Services when processing a contract.

A. Processes: Student organizations are required to process all contracts through the Student Organization Business Office or Recreational Services. Types of contracts include:
   a. Agency or Business issued
   b. UI Issued
   c. Service Agency Agreement: student organizations are required to follow the policies outlined by the Office of Risk Management, Insurance, and Loss Prevention when establishing these agreements.
VII. Alcohol

All student organizations must abide by University rules governing possession and consumption of alcoholic beverages. University alcohol regulations are described in Section II (D) of the Policies & Regulations affecting Students. University policy prohibits the use of University funds for the purchase of alcoholic beverages for events on campus or off-campus. In addition, any reference to alcohol in advertising for the activity shall be omitted. In the event that state laws concerning sale, possession, and consumption of alcoholic beverages are not observed during an event sponsored by a student organization, the organization’s registration may be revoked. An Event Information Form is required for all student organization events requesting alcoholic beverage service.

A. Alcoholic Beverage Service
   a. On-Campus: As a general policy, alcoholic beverage service will not be available to student organizations sponsoring events in the Iowa Memorial Union/Recreational Services facilities/academic colleges.
      i. Parameters: All beverage service (alcoholic and non-alcoholic) will be supplied by UI Catering subject to availability of facilities, staff and supplies. Under Iowa State law, the IMU, or any University department or organization, may not accept free alcoholic beverages from an outside source or funds from a distributor. The dispensing and control of alcoholic beverages within the IMU/Recreational Services facilities/academic colleges is the responsibility of UI Catering and IMU Administration with final approval from the vice president. All money collected by the UI Catering from alcohol sales will be deposited in a designated university account. Under no circumstances is a sponsoring organization to receive money collected as a result of alcohol sales.
      1. Organization Classification
         a. Undergraduate: Student organizations whose membership is composed primarily of undergraduate students who are under the age of 21 are not allowed to sponsor events with alcoholic beverage service on campus. Student organizations whose membership is composed of primarily undergraduate students who are over the age of 21 may be eligible to request alcoholic beverage service as an amenity to a program held on campus.
         b. Graduate & Professional: Student organizations whose membership is composed of graduate or professional students over the age of 21 may request alcoholic beverage service as an amenity to a program held on campus.
         c. Greek-letter chapters: Student organizations affiliated with the Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, or Multicultural Greek Council must abide by the Events Policy established by their respective student governance organization.
      ii. Service Requests & Approval Processes:
         1. The student organization must submit a proposal outlining the rationale as to why the organization is requesting alcoholic beverage service. This
2. A request form for alcoholic beverage service must accompany the Event Information Form and be submitted to the IMU Event Services Office no later than 14 working days prior to the scheduled date of the event. If approved, all State, University, and IMU/University Catering policies and procedures related to the sale and service of alcoholic beverages will be observed. Additional information regarding the sale, distribution, and consumption of alcoholic beverages in the IMU and on campus is contained in the IMU Alcohol Beverage Service policy.

3. University administration retains the right to require additional precautionary and risk management strategies to events where alcohol is present.

b. Off-Campus: As a general policy, alcoholic beverage service will not be available to student organizations sponsoring events off-campus.

i. Parameters: Student organizations may hold events at a third party venue with a liquor license if arrangements have been made to secure and prohibit the sale and/or consumption of alcoholic beverages within the event space. A signed contract or agreement with the vendor must be submitted to the Student Organization Business Office or Recreational Services at least two weeks prior to the event date.

   a. Undergraduate: Student organizations whose membership is composed primarily of undergraduate students who are under the age of 21 are not allowed to sponsor events with alcoholic beverage service off-campus. Student organizations whose membership is composed of primarily of undergraduate students who are over the age of 21 may be eligible to request alcoholic beverage service as an amenity to a program held off-campus.

   b. Graduate & Professional: Student organizations whose membership is composed of graduate or professional students over the age of 21 may request alcoholic beverage service as an amenity to a program held off-campus.

   c. Greek-letter chapters: Student organizations affiliated with the Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, or Multicultural Greek Council must by the Events Policy established by their respective student governance organization.

1. Requirements for request submission. All requirements outlined below must be submitted at least 14 days prior to the event date:

   a. The student organization must submit a proposal outlining the rationale as to why the organization is requesting alcoholic beverage service. This proposal must accompany the Event Information Form and Alcoholic Beverage Service Request Form.
b. If the student organization is selecting a theme for the event, it must be an appropriate theme. The event theme should correspond with the values of the organization.

c. Submit required paperwork for all third party venues:
   i. Venue Facilities Agreement (your contract or agreement with the venue you are using for your event)
   ii. Venue Certificate of Liability Insurance (proof of at least a million dollar insurance policy that verifies that the third party vendor is insured for any instances that may occur).
   iii. Transportation Agreement and Insurance (if providing members and guests with bus services).

d. Venue, room or establishment must be rented out exclusively to the sponsoring student organization (otherwise this is considered an OPEN EVENT, which is not allowed.)

e. Liquor License

B. Prohibited Activities (Include, but are not limited to):
   a. Bar Crawls
   b. Off-campus events at un-approved locations/venues

VIII. Hazing

A. Hazing is any intentional or unintentional reckless action or situation – with or without consent – that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for continued membership in any registered student organization at the University of Iowa.

B. Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well-being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is discouraged and will become the subject of a University investigation once the practice is brought to the attention of the Center for Student Involvement & Leadership/Recreational Services/academic colleges.

C. This policy applies to all registered student organizations and their student leaders/members. Some University programs promulgate anti-hazing policies specifically for students participating in their programs. The Department of Athletics enforces a hazing policy, as does the UI Interfraternity Council, Panhellenic Council, Multicultural Greek Council, and National Pan-Hellenic Council. Copies are available at the respective department offices.