

- Students wishing to post advertisements and notices in buildings are urged to check with the appropriate college or departmental administrative assistants for rules governing posting in that building or area.
- In order to post in the Residence Halls, you must first obtain approval through Housing and Residence Life in Main Hall (205-665-6235). They will stamp approved postings, and any item that does not have the official approval stamp on it will be removed.
- Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed to your organization.
- Flyers and posters must be confined to bulletin boards and designated posting areas. Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited, and all publicity placed there without approval from the Student Life Office will be removed.
- There may be only one poster or flyer publicizing a given activity on a bulletin board.
- Posters must be removed within 48 hours of the completion of the event.
- Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is open only to organization members should be made by email or by announcement at meetings. These postings are not allowed.
- Organizations may not co-sponsor an event or display any advertising on or off campus with an alcohol distributor.
- Alcoholic beverages or illegal drugs may not be implied, stated or pictured in organization advertisements.
- All publicity is expected to be in good taste.
- Flyers may be posted on the digital signage. They should be emailed to cmoore16@montevallo.edu in landscape format, saved as a jpg. The measurements of the digital flyer should be 1920 by 1080 pixels resolution or 16:9 as aspect ratio. Please send advertisements in a timely manner.
- Posting hints: be sure posts answer what, when, where and why, and be sure to include the sponsoring organization's name or logo on the post.

The following applies to all chalking on campus:

- Do not chalk under any overhang or breezeway, as it takes a very long time to wear away.
- Chalking on buildings or walls is STRICTLY PROHIBITED, as they are very difficult to clean.
- Organizations that violate this will be responsible for any costs associated with removal.

ON-CAMPUS EVENTS

1. Only organizations that are officially recognized by the University of Montevallo (pending and full recognized organizations) may schedule an event on campus (aside from interest meetings). Inactive organizations or organizations on probation or suspension cannot sponsor activities on the University of Montevallo campus.
2. All on and off-campus organization functions must be registered and approved by the Student Life Office at least one week before the date of the event. A registration form detailing the activity must be completed on FalconLink. Failure to follow event registration procedures may result in disciplinary action that may include loss of privileges including, but not limited to, the ability to reserve space, rent equipment, request funds from SGA, etc.
3. Events must be approved by the Student Life Office before facility reservations may be made.
4. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approved events will be allowed to go forward in the order they were registered.
5. Events sponsored by recognized student organizations should be within the role, scope and

mission of the sponsoring organization. No activity may be sponsored by a recognized student organization on the UM campus whereby students of other universities or the general public are active participants (e.g., dances, swimming parties, etc.). It is permissible for a student organization to sponsor an event where the general public is admitted as spectators (e.g., lectures, talent shows, pageants, concerts, etc.) provided the activity meets the role and scope of that organization.

6. When an event is open to the public as well as the University community, the organization must communicate with the Chief of Police to determine if law enforcement is necessary for the event. There may be a charge to the organization in this case.
7. When an event is canceled, it is the responsibility of the student organization to cancel all services it has contracted. Failure to do so will result in charges and fees to the organization.
8. All on-campus events must be alcohol free.
9. Student organizations are not permitted to hold on-campus or off-campus activities, meetings or events of any kind from the last two class days of the semester through the last days of final exams.

OFF-CAMPUS EVENTS AND ALCOHOL POLICIES

1. All on and off-campus organization functions must be registered and approved by the Student Life Office at least one week before the date of the event.
2. Student organizations or groups will assume complete responsibility for off-campus activities including the conduct of any and all participants attending such functions.
3. All organizations scheduling off-campus activities where alcohol will be present must abide by the following guidelines:
 - A. The possession, use and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, county and city.
 - B. No alcoholic beverages may be purchased through the organization's treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
 - C. At all organization parties at which alcohol is present, the members of the organization and their guests are responsible for bringing their own alcoholic beverages (BYOB). A cash bar with a licensed and insured vendor may be substituted for BYOB.
 - D. No alcoholic beverages of bulk form (keg, punch, etc.) may be purchased or used. Providing a common source of alcohol, be it beer, punch or an open bar, implies that it is provided by or on behalf of the organization.
 - E. No members, collectively or individually, shall purchase for, serve to or sell alcoholic beverages to any minor.
 - F. The possession, sale and/or use of any illegal drugs or controlled substances is strictly prohibited.
 - G. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
 - H. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
 - I. OPEN PARTIES where alcohol is present — meaning those with unrestricted access by non-members of the organization without specific invitation — shall be prohibited. Private parties can be held on organization property or through leasing a facility. A guest list should be retained during private parties and kept on file.
 - J. No member shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's