

- 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.