



The Gertrude C. Ford
Ole Miss Student Union

About Event Registration

Why do we have event registration?

Event Registration is the process used to support Registered Student Organizations (RSOs) in hosting safe and successful events. Through this process, RSOs are connected with appropriate campus partners and/or local agencies to ensure they have covered all aspects of what is needed in relation to the event.

Completion of the Event Registration Submission does not mean that the event is permitted to take place. Rather, it puts the University on notice that an RSO desires to hold an event and allows staff in the Student Union to assist in connecting the group to departments whose input is required or who might need additional information prior to approval.

What events require registration?

If an RSO's event meets any one (or more) of the following criteria, event registration with the Student Union is required:

- Alcoholic beverages will be present at the event (be sure to review the University's Alcohol Policy **Ole Miss Alcohol Policy** pertaining to student organizations as well as local, state and federal laws pertaining to alcohol);
- More than 150 individuals are expected to be in attendance at the event;
- The event will be held outdoors;
- The event is open to off-campus guests; and/or
- The event will take place outside the Lafayette, Oxford, and University (LOU) area.

Failure to register an event that meets any of the above criteria will result in that RSO's referral to the Office of Conflict Resolution & Student Conduct.

Two Week (14 Day) Deadline

Submission of the online event registration requested feedback and/or approval from any University department or agency, and any other requested documentation must be provided to the Student Union a minimum of two weeks before the date of the event, not including the date of the event. The two weeks (14 days) do not include holidays that fall on business days or days that the University is closed for unexpected reasons.


In order to adhere to this deadline, it is highly suggested that student leaders submit the submission for event registration well in advance of the two-week deadline in order to have ample time to also submit any requested documentation or attend any required meetings.



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Event Registration Steps

1. Visit olemiss.edu/forum
2. Sign in using your Ole Miss web ID & password (top right corner)
3. Select the menu button in the top left corner of the page
 - a. Select the  icon next to the organization you are registering an event for.
4. The "Manage Home" menu will open. Select "Events"
5. Select the blue "Create Event" button in the top right & answer all required questions.

Student leaders must adhere to the following procedures in order to have their event registered with the Student Union.

What's next?

- Acknowledgment from the Student Union staff of the next steps
 - If you do not have at the time of submission required documents (event monitors, venue contracts or reservation confirmations, bus contracts, etc.), you will be prompted to provide said documents to the appropriate staff member.
 - If you are requested to contact a department for support, permission, or a requested meeting (i.e. Parking & Transportation, Facilities Management, Landscape Services, etc.), you will be notified of the contact that you must make.
 - Potential Points of contact include:
 - Amplified Sound: Bradley Baker, tbbaker@olemiss.edu
 - Facilities Management: Missy McCracken, lgmcracc@olemiss.edu
 - Landscape Services: Nathan Lazinsky, nlazinsk@olemiss.edu
 - Student Union: Carole Webb, clwebb2@olemiss.edu
 - Parking & Transportation: Beth Aldridge, ecaldridge@olemiss.edu
 - University Policy Department: Shayla McGuire
 - Not only must the online submission be made 14 days in advance of the event, but all required documentation must be provided and all required meetings had.



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Pending, Approved, Denied Submissions

- Pending
 - When your event application is labeled as “pending,” it means that it has been submitted to the Student Union.
 - The student who submitted the event registration submission, as well as the RSO’s president, should regularly check the event registration submission for instructions from not only the Student Union but other University departments.
- Approved
 - When your event registration submission is marked as “approved,” it means that all requested documentation has been provided and all required meetings have been had.
 - Note: Receipt of documentation is the responsibility of the student leaders/member of the organization. It is not the responsibility of the department or agency.
- Denied
 - When your event registration submission is marked as “denied” it means one of three things:
 - 1) That the student leader who submitted the submission failed to provide the requested documentation by the stated deadline;
 - 2) That the form was not submitted within the required two-week deadline; or
 - 3) That the event was canceled by the student leader/student organization.

Forgiveness Policy & Additional Sanctions

Each RSO is afforded one missed deadline/late submission per academic semester. This will be documented by the Student Union. Any late submissions after an RSO’s one free semester pass is used will be denied.

Please note: Even if an RSO has paid significant money to reserve a space, hire security, book transportation, contract entertainment, etc. an event may not take place if it has been denied by the Student Union.

If the event continues even after being denied, the RSO will be referred to the Office of Conflict Resolution & Student Conduct for hosting an unregistered event. Requests for approval of late registration will rarely be allowed.



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Contracts

1. When submitting the event registration submission, you will be asked to provide contracts or space reservation confirmations with any third-party company whose services you may be using.
2. These contracts should be signed by a company representative (this is generally the owner/manager) and on company letterhead. All proof of reservations must include the date of the event and the time of the reservation.
3. Additionally, if the venue is providing security, this must be included in the venue contract.

On-Campus Space Reservations

Feel free to utilize the following list of on-campus spaces available for RSO use. On-campus reservable spaces may change due to construction, class schedules, etc. For this reason, there may be additional space options that are not included on this list.

Please note, that simply because you have submitted a space reservation form to the appropriate party does not guarantee that your reservation request will be approved.

- Ole Miss Student Union:
 - **Space Reservations**
 - Phone: 662-915-7459
 - Email: unionreservations@olemiss.edu
- Ole Miss Outreach:
 - **Outreach Reservation Request Form**
 - Phone: 662-915-7015
 - Email: bookoutreach@olemiss.edu
- Campus Recreation:
 - **Facility Space Reservation Request**
 - Phone Number: 662-915-5591
 - Email: campusrec@olemiss.edu
- Robert C. Khayat Law Center:
 - Phone Number: 662-915-6906
- Student Housing:
 - **Reservable Space: Spaces inside the residence halls**
 - Phone Number: 662-915-7328
 - Email: housing@olemiss.edu
- Ford Center:
 - **Reservable Space: Auditorium, Lobby, and Side Stage**
 - Phone Number: 662-915-2787
 - Email: fordcent@olemiss.edu

**More information
about On-Campus
spaces can be
found on the
"About Event
Registration" page
on our website.**



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Off-Campus Venues

Some tips concerning off-campus venues:

- Please be sure to understand what the capacity is for the space and be sure to have that detail documented.
- If the venue is providing security, this fact must be included in the contract you provide the Student Union.
- RSOs utilizing third parties should be confident in their understanding of contracting with third parties. Some questions to consider:
 - Does the third party have liability insurance?
 - What obligations will the RSO have regarding payment(s)?
 - If traveling outside of LOU, is the RSO aware of the laws of this city and/or the state of the venue?

Common Carrier Transportation (busses)

Some tips concerning common carrier transportation venues:

- Be sure to understand what the capacity is for the vehicles and be sure to understand the expectations of the provider.
- Verify the exact details regarding how many vehicles will be rented and the timing of that use is documented on the contract.

UPD Security Consultations

- When a Security Consultation with UPD is required, students should call 662-915-7234 and speak with Bonita Garner to schedule a consultation.
- Consultations are scheduled for 20-minute windows Monday - Friday from 8 am - 7 pm. UPD Security Consultations are unavailable on Friday prior to any home football game. They are also unavailable until 12 pm on Mondays following home football games. Note: UPD reserves the right to reschedule any consultation based on their availability. You will be notified if your consultation needs to be rescheduled.



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Security Companies

The security agency must be bonded and approved by University Police as a licensed vendor. Students are responsible for communicating the name of their security company to UPD during their scheduled assessment. Failure to do this or communicate with a company that differs from the one used in actuality may result in forfeiting the right to register events for the semester.

Verified Companies:

- Cobra Security: exp 8/7/2018
 - Wayne Mills, Owner
- Collegiate Security: exp 8/31/2018
 - Ken Eddy, Owner
- Velvet Hammer Security: exp 10/28/2018
 - Zach Clolinger, Manager
- Shaw Security: exp 10/2/2018
 - Delaney Shaw, Owner
- Wood & Wood Security: exp 1/11/2019
 - Patrick Wood, Owner
- Tyson & Tyson Security: exp 10/25/2018
 - Adam Tyson, Owner
- CNS Security: exp 9/5/2018
 - Chasity Wilburn, Owner