

Effective Date: July 2, 2012

The University of South Alabama (USA) recognizes the value and potential for faculty, staff, students, and external groups to use University resources to enhance learning, research, and public service. The University of South Alabama seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by the University of South Alabama or sponsored by external groups requesting use of University facilities and services.

For reasons that include safety of individuals, and assurance of professional, efficient performance of academic pursuits, operations, and services, those using campus resources must comply with USA's applicable policies, rules, and regulations.

This University of South Alabama Camps, Conferences and Special Events Policy establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of campus resources. It also clarifies the applicability of law to University campus activities. The Camps, Conferences and Special Events Policy is intended to provide guidance and procedures to those involved with both University-sanctioned and externally-sponsored events.

Camps, Conferences and Special Events (collectively

are conducted by a third party using certain approved University facilities and services. While these Events must enhance the mission of the University, sponsors may neither state nor imply University sponsorship. University employees may not assist with the administration or implementation of these Events as a part of their regular University duties.

Exceptions to this policy include, but are not limited to:

Externally- sponsored programs at the Mitchell Center

University-sanctioned programs offered through Student Services designed for regularly enrolled students and/or orientation of incoming students

University-sanctioned programs offered through the University Student Recreation Center designed for regularly enrolled students and/or paid members of the University Student Recreation Center

University-sanctioned programs for adults offered through the Development Office or Alumni Affairs

Regular recitals or performances offered through the Department of Music or the Drama Department

University sanctioned programs offered through the University Hospital System and the Mitchell Cancer Institute

Short term Residence Hall Applications for adults

Regularly scheduled games and tournaments sponsored by the Department of Athletics

Professional development programs for University employees offered through Human Resources,

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For University-sanctioned Events, the University reserves the right to require chaperones, secondary accident insurance, medical information, and release from liability regardless of a participant's age. For externally-sponsored Events, chaperones and a certificate of liability insurance, including sexual abuse liability coverage, naming the University as additional insured will be required.

The Center for Continuing Education and Conference Services (the "C

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approved event transportation. Only in the event of an emergency should an event sponsor transport a participant in his/her personal vehicle.

The Center will prepare a contract, outlining all Event arrangements and estimated costs, for signature by the Sponsoring Unit. The Sponsoring Unit will return the contract to the Center. The Center will forward the contract to the University Contract Officer for signature.

University records of participants in University-sanctioned Events, including health forms, must be handled in accordance with Family Education Rights and Privacy Act.
(<http://www.southalabama.edu/academicaffairs/ferpa.pdf>)

University-sanctioned Events may be funded through grants and contracts or by registration fees. Each Event should generate adequate revenue to cover the Event's direct and indirect costs. Income, disbursements, and contractual agreements must be handled in accordance with the laws of the State of Alabama and existing University policies and procedures. Overall financial management of the Event is the responsibility of the Sponsoring Unit, including the responsibility to cover a net loss from all events of the Sponsoring Unit based on the University's fiscal year. Sources for funding losses should be identified and documented in the approval process.

For non-grant-funded Events, the Center will establish each Event as a cost center for the purposes of reporting financial data to the Sponsoring Unit. Any revenues or disbursements handled by the Center, on behalf of the camp, will be included in the financial data. Grant-funded events will be accounted for in the grants established fund.

The Center will contract for and transfer funds for all Event-related disbursements for University

collected should be deposited in accordance with procedures established by the University of South Alabama Department of Internal Audit. These procedures will document the collection of fees and segregate duties. Camp sponsors will have real-time web access to camp enrollment data.

The Center, in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, Department of Athletics and Public Relations will maintain an online

. This document will include necessary procedures, instructions, and forms.

All aspects of these programs, including food service, classroom space, housing, recreational/sports/intramural facilities, and required liability insurance will be facilitated by the Center. The Center will prepare a contract, outlining all event arrangements and estimated costs, for the external client's signature.

University Transportation Services are not available for externally sponsored events.

While the University of South Alabama cannot endorse a candidate for political office, it will provide facilities on an impartial basis for political campaign-related activities of university-recognized student organizations. Such groups will pay the usual and customary fees for use of institutional facilities and make no representation of university endorsement of any candidate.

The university or a university-recognized organization may offer political forums. In such cases every legally qualified candidate for a certain political office shall be invited and given equal access and opportunity to speak. No representation of endorsement by the university may be made in these forums. The following disclaimer must be included in all distributed or advertising materials: "The

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