



Student Organization Event Policy

Updated: 8/5/14

When planning an event on or off campus, there are a number of resources available through CECS to help. Below are explanations of these resources. Please note, some of the items listed below are **required** for all student events.

Space

All classroom, atrium and lawn space within the 3 CECS buildings require a reservation for usage. If your organization plans to use any of these spaces, you must first receive approval by filling out the form here: <http://www.cecs.ucf.edu/faculty/roomreservation>.

Please note, your organization's advisor is required to be in attendance when using CECS space.

As long as the space has not been previously booked, and an approved SAFE form has been provided, your reservation will be approved.

**Please note, classroom space is unavailable for reservation until after add/drop week as academic use of classroom space is considered priority.*

Some of the spaces available to students include:

- Engineering II Atrium
- Engineering I, Room
- Harris Engineering Center, Room 101
- Harris Engineering Center Lawn

To reserve space within the UCF Student Union, please use the following links.

Policy: <http://ucfsu.com/policies-and-procedures/>

Reservation form: <http://ucfsu.com/request-a-room/>

Please be sure to treat all UCF property with respect. All food, drink, trash and signage should be removed from space once your event is completed. All equipment in the space is to be returned to its original placement in the room. Be sure to consider set-up and clean-up time when requesting space.

Parking

UCF students are responsible for purchasing annual or semester long parking permits through UCF Parking Services. If your event includes alumni or community attendees, daily parking permits are available for \$5.00 through UCF Parking Services. Daily parking permits for use after 5:30pm are available at a reduced rate of \$3.00.

Please visit UCF Parking Services for more information regarding visitor parking:

<http://parking.ucf.edu/permits/visitor-permits/>

Equipment usage

All CECS classroom spaces have an assorted collection of tables, desks, chairs and technologies. All university entities are expected to treat UCF equipment with respect. If you discover broken equipment before your event starts, please be sure to report it or you may be held responsible for the damage.



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If your event requires additional tables, there are 6ft event tables available for use. In order to reserve additional tables, you must contact building manager Pete Alfieris a minimum of 72 hours prior to your event. Pete can be contacted at: peter.alfieris@ucf.edu.

**Please be sure to include your name, organization name, advisor name and cell phone contact information as well as event day, time and location.*

If the technology in the space you are using is not working properly, the CECS IT department is available for assistance in the Harris Computer Lab located in EngrII 201. Assistance is available during the following hours:

Monday - Friday 8:00 a.m. - 8:00 p.m.

Weekends & Holidays 9:00 a.m. - 6:00 p.m.

Food & Drink

UCF business services has a list of approved vendors and caterers to be used for all event on campus. These vendors are your only selection when choosing who will cater your event. A pot luck event, where students bring in good of their own do not require an approved caterer. You can find a list of these vendors here: <https://businessservices.ucf.edu/university-approved-caterers.html>

UCF is a Coca-cola campus. This means that all beverages served on-campus must be a Coca-cola company product, this includes water. For a complete list of Coca-cola products, visit: http://www.thecoca-colacompany.com/brands/index.html?WT.cl=1&WT.mm=top-left-menu5-prodinfo-red_en_US

Please note, if your event is being held off campus, approved vendors are not required.

Communication

CECS has a number of resources available to student organizations to help them market their events to the university community. Below is a list of the communication technologies available and the appropriate contact to get your information out there.

- **CECS website:** You can provide title, date, time, location and description of your event to be added to the event calendar on the CECS homepage.
 - Contact: kate.hurt@ucf.edu
- **CECS e-news :** Create a single Powerpoint slide to be shown on the rotating news boards in Engineering I and II. Slides will only be posted until the day after your event.
 - Contact: pedro.cordero@ucf.edu
- **Flying:** Student organization flyers are only to be posted on the pin boards located in multiple locations in each building. **Flyers found on doors, windows, bathrooms, etc. will be removed.** You **MUST** receive approval to post a flyer to the pinboards. Organizations are responsible to remove flyers after events are over.
 - Contact: peter.alfieris@ucf.edu



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- **Student e-mails:** A well-crafted with detailed information regarding your event can be scheduled to send to the appropriate student audience. A minimum of 2 weeks' notice must be provided to ensure your information is scheduled to go out. When requesting e-mail be sure to provide major of students to send to, and your contact information. Only **ONE** e-mail per student event will be sent.
 - Contact: kim.small@ucf.edu

Forms

UCF Office of Student Involvement requires a SAFE Form to be completed for every student event. The SAFE Form can be found at: <http://getinvolveducf.com/osi/node/19>

The SAFE Form requires signatures from your organization's advisor and the building manager of the location of your event (for all CECS building, this person is Pete Alfieris). **The SAFE Form must be turned into the Office of Student Involvement (located on the 2nd floor of the Student Union) at least 15 calendar days prior to the date of the scheduled event.** Failure to turn the form into OSI 15 days prior to the event may result in the organization being denied use of university facilities and the privilege to conduct the event.

Fundraising

All student organizations are expected to raise their own funds to support their organization's events and activities. The CECS office of development is legally unable to support student fundraising. The UCF policy regarding student organization funding can be found here: <http://getinvolveducf.com/osi/rsdfunding>

College Events

CECS hosts a number of large scale events that all student organizations are strongly encourage to participate in. These events include but are not limited to:

- Club Showcase- Tuesday, August 26, 2014
- Engineer's Week- February 16-20, 2015

For more information regarding college events and expected participation, please contact: kate.hurt@ucf.edu

If the policy above does not address all of your questions regarding student organization events at the UCF College of Engineering and Computer Science, please contact your organization's advisor.

Please remember, as a CECS registered student organization, you and your organization are representing UCF, the College of Engineering and Computer Science and all of your fellow Knights. Please do so with professionalism and pride.