

## 2023-2024 Registered Student Organization General Guidelines

### Registration

- RSO's must re-register each Fall semester in order to reserve rooms in the Reng Student Union and the Pavilion. Registration applications are available online at <http://www.astate.edu/a/leadership-center/rso/index.dot>. Click on the "RSO Registration Form."
- New organization requirements: A minimum of five members who must be A-State Jonesboro students, a faculty/staff advisor, a constitution, and an RSO application.

### How to Request a Reservation of a Conference Room

1. Submit event dates to review Reng Student Union and Pavilion availability to [ecrouse@AState.edu](mailto:ecrouse@AState.edu).
  - For all other campus facilities, visit <https://www.astate.edu/info/directories/> for a list of campus contacts.
2. Once your reservation is confirmed, the next step is to submit your event on the campus calendar: <http://calendar.astate.edu/>.

### Reservation Information

- Rooms in the Reng Student Union and the Pavilion are available to currently recognized RSO's at no charge.
- Fees are assessed to reserve rooms in the Reng Student Union or Pavilion if the RSO is charging admission or a participation fee.
- Music played during events on Heritage Plaza Lawn is restricted to the 12pm-1pm time frame Monday through Thursday and 10am-10pm Friday through Sunday for all RSO's. Music played indoors should not exceed 65 decibels.
  - Behavior or music that contains profanity, sexually lewd content, or racially intolerant phrases will not be allowed.
  - Failure to adhere to these guidelines may result in the inability to utilize sound amplification in event spaces for one calendar year.
- Signs or decorations of any kind are not permitted to be hung on any surfaces in the Reng Student Union. All decorations should be free-standing; easels are available for reservation upon request.
- Banner space may be reserved through Elizabeth Rouse ([ecrouse@AState.edu](mailto:ecrouse@AState.edu)) in advance; banners must be professionally designed and printed in a 2ft 8in x 10ft size. Banners may stay up for one week at a time.
- Outside food and beverages are not permitted to be served inside the Reng Student Union. Food and beverages must be purchased through Sodexo for any event in the facility. Food and beverage requests may be sent to [catering@AState.edu](mailto:catering@AState.edu).
  - Failure to adhere to these guidelines may result in the inability to reserve spaces in the Reng Student Union and Pavilion for the remaining duration of the semester.

- The presence or use of lit candles, paint, confetti, glitter, silly string, foam, shaving cream, chalk, or other items as designated by A-State Jonesboro are prohibited in the Reng Student Union and Pavilion.
- Under the Federal Copyright Act, films and movies are not permitted to be shown at the Reng Student Union or Pavilion unless a license is purchased. (Fees for license range from \$400 - \$800.) A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed. For license information, visit <https://www.swank.com/public-libraries/>.

### **Information Table Reservations**

- Info Tables may be reserved for A-State departments and RSO's only and are available each day from 10am-2pm. They must be reserved in advance through [ecrouse@AState.edu](mailto:ecrouse@AState.edu). No off-campus groups will be allowed to reserve a table for any reason.
- Tables can be reserved for no longer than five consecutive days.
- If wishing to utilize a projector, laptop, screen, and/or sound equipment, the RSO or department must provide those items. The Reng Student Union AV equipment is not permitted for use at the Info tables. Sound must not exceed 65 decibels, and the Reng Student Union reserves the right to revoke this privilege from any group if it is abused.
- Solicitation (receiving money at your table) of any kind (fundraising, collecting donations, etc.) must be approved through the Leadership Center. Solicitation forms are available in the Leadership Center and should be filled out in advance of reserving the table.
- Tables may be utilized to pass out free items to students; however, the only food permitted to be handed out is miniature, individually-wrapped candies.

### **Advertising**

- Flyers are only permitted to be hung on the bulletin boards throughout the Reng Student Union.
- Chalking on the sidewalks is not permitted on the Heritage Plaza Lawn or Reng Student Union Courtyard.
- The A-State Daily Digest is available for student groups to advertise events and/or projects. Procedures for submitting a request can be obtained at <https://www.astate.edu/a/leadership-center/forms/>.
- We encourage use of the A-State Students App to promote your organization events.

### **Solicitation/Fundraising**

- A solicitation form must be completed and returned to the Leadership Center for each on-campus fundraiser. <http://www.astate.edu/a/leadership-center/rso/index.dot>
- Bake sales are not permitted inside the Reng Student Union or at info tables located in the courtyard or Heritage Plaza Lawn. Request permission from Dean's office of each academic building on campus to inquire if bake sales may have permission to be

conducted in those buildings. Please reach out to Sodexo Dining Services for special consideration for bake sale permission at the Reng Student Union: [catering@AState.edu](mailto:catering@AState.edu)

- As per Arkansas state law, RSO's are not to conduct any paid raffles or drawings as part of their events. A raffle is a form of lottery in which each participant buys a ticket for an article put up as a prize with the winner being determined by a random drawing.

For a complete listing of Reng Student Union Policies and RSO privileges, as well as information concerning conference rooms available for use, please visit <http://www.astate.edu/a/student-union/conference-services/event-guidelines/>

***I have been given a copy of the above RSO guidelines. I agree to provide these guidelines to the Registered Student Organization of which I represent. Should our organization be found to have violated any of these policies, it is understood that reservation privileges within the Reng Student Union and Pavilion may be revoked.***