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## Student Organizations - Policies

### Contractual Agreements

Contracts need to be approved by Dave Barnes, Director, University Unions (or designee). Contracts should not be signed without this authorization. Allow 48 to 72 hours for authorization.

### Film Policy

Any copyrighted film (VHS, DVD, etc.) in any university facilities, other than a private residence hall room, cannot be shown unless a license to show the film is obtained or special permission from the owner of the copyright is received. This requirement is mandatory regardless whether or not an admittance fee is charged.

Licensing can be obtained from Swank Motion Pictures at 1-800-876-3344. Currently licenses range from \$300-\$1000 per title. At least two weeks notice should be given to obtain a license.

A copy of the license or permission letter must be received prior to the scheduled event and submitted to the Events & Conferences Office.

The only exception to this requirement is if a member of the faculty is using the film in the context of classroom instruction.

### Food Policy

JMU, through contract with ARAMARK Corporation, maintains exclusive right to provide food service on all university property.

### Free Speech and Peaceful Assemblies

Free speech and peaceful assemblies must be registered with Events and Conferences at least 48 hours in advance. Standard space reservation procedures must be followed. Any materials used for display or notification of the demonstration may only be displayed inside University operated buildings.

Requests for demonstrations or peaceful assemblies are subject to compliance with the following guidelines, listed in the [Student Handbook](#):

- Right of Expression (J32-100)
- Noncompliance with an Official Request (J21-100)
- Soliciting, Petitioning, Selling, Surveying, and Publicizing (J36-100)
- Use of Bulletin Boards and Posting Public Notices (Policy 3104)

### Off Campus Speakers Policy

All off-campus speakers must be registered with the Events & Conferences Office at least one month prior to the event, regardless of the facility that will be used. The Events & Conferences Office will notify the appropriate University officials if the event is open to the public. If you plan to have a press conference, please notify the Director of Media Relations. If you have security needs, please contact the Director of Public Safety.

### Outdoor Sound Policy

Amplified sound is only allowed as follows except for approved major university events.

**Approved Locations:**

Athletic Fields/Facilities, Commons, Festival Amphitheatre and Festival Lawn

**Approved Times:**

Monday – Thursday: 12pm-1pm & 5pm-6pm

Friday: 12pm-1pm & 5pm-11pm

Saturday & Sunday: 8am-11pm

## Posting Policy

The JMU [Posting Policy](#) must be adhered to when hanging posters or flyers anywhere on campus. Please read this summary before printing posters to make sure all guidelines have been met.

Posters and flyers **MUST** be stamped before they can be hung around campus. Posters should be taken to one of the information desks listed below to be stamped. Posters advertising an event can be hung **ONLY** on general-purpose bulletin boards. These bulletin boards are located in academic buildings, Carrier Library, Festival Conference & Student Center, Residence Halls, Warren Hall and the breezeway of Wilson Hall.

- Festival Info Desk - (540)568-6071
- Taylor Down Under Info Desk - (540)568-7853
- Wilson Info Desk - (540)568-3776

Non-profit organizations that wish to post on campus must submit proof of Non-Profit status (a 501(C)3 letter with federal ID number). Bands that would like to post should [register](#) with the JMU Event Management office located in Taylor 233.

[Resources](#) for Info Desk Staff.

## Public Safety Signature Approval Policy

Certain events **REQUIRE** a meeting with Public Safety to discuss event specifics and obtain approval signatures. This meeting must take place prior to the 2 week due date for paperwork to be returned to Events & Conferences. The following events require the approval of Public Safety:

- Cash Handling
- Dance / Concerts
- Large Events (attendance of 250 or more)
- Overnight Events
- Walk / Runs

Contact Sgt. Peggy Campbell, Public Safety, for approval signature. You must call 568-6910 to set up an appointment. If Sgt. Campbell is not available, ask to speak to Lt. Bob Landes or Maj. Scott Coverstone. Completed and signed paperwork is due to Events & Conferences TWO weeks before the event date. If the discussion and approval from Public Safety has not taken place prior to the due date for paperwork, the event will be CANCELLED.

## Transportation Policy

Any student organization using a university-owned vehicle, must comply with the following policies.

- The driver of the vehicle must observe all traffic regulations including posted speed limits.
  - All occupants of the vehicle must wear seatbelts.
  - The use and/or possession of alcohol in state vehicles is prohibited.
  - State vehicles may not be driven to any event where alcohol is served.
  - Continued use of state vehicles is contingent upon compliance with the above regulations.
  - In the case of an accident, refer to emergency procedures located in the glove box of the vehicle.
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- Call State Police (off campus) or JMU Police (on campus).

- Do not leave the scene of the accident.
  - Call Public Safety (568-6913 or 568-6911) as soon as physically able to call.
  - Call the Transportation Office (568-8147) as soon as possible after contacting Public Safety.
  - Call the Events & Conferences Office (568-6330).
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- Any damage, no matter how minor, must be reported to the Transportation Office and the Events & Conferences Office.
  - Decorating JMU vehicles and/or soaping or writing on vehicle windows is NOT permitted.
  - When using a JMU vehicle, you and your actions are representing the University. You are expected to conduct yourself in accordance with these policies.

## **Vendor Policy**

Most clubs and organizations at JMU participate in some sort of fundraising activities. A [list of approved vendors](#) may be picked up in the Events & Conferences Office. Vendors are allowed in Transitions, Warren Info/Vendor area, Warren Patio, Highlands Room and Festival Patio.

For information regarding how to become a vendor at JMU, see the [prospective vendor letter](#) and obtain the [vendor sales approval request form](#). Once approved and scheduled to visit campus, [click here](#) to find out more information on your visit to campus.