

OFF-CAMPUS EVENTS

If an on-campus venue is not available for a student organization event, recognized organizations are allowed to hold events off campus. Organizations need to be aware that although the event is held at an off-campus location, **organization members will still be held to the same policies and procedures as on campus and can face both on and off-campus sanctions for violations.** Payments for all off-campus vendors and locations need to be arranged with the Coordinator of Business Services prior to any verbal or written agreement made with off campus entities.

WAIVERS: Organizations planning to transport students to an off-campus location will need to provide a “Student Liability Release and Waiver” form for each attendant (found online at www.studentlife.cofc.edu/forms). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver Forms can be obtained through the Office of Student Life. Completed waiver forms should be submitted to the Office of Student Life (SSC room 405).

CATERING: Organizations are allowed to use off-campus catering/ hospitality services. It is encouraged that organizations select companies that operate in accordance with state and federal food safety laws. The Office of Student Life has names and phone numbers of catering/ hospitality companies that have proved themselves capable and dependable.

AUDIOVISUAL PRODUCTION: When using off-campus venues check to see if audiovisual services come with the rental agreement. Venues that provide the audiovisual services an organization needs, can help reduce costs. If the venue does not, the Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. Please note, most off-campus rentals can cost significantly more than what the college provides.