



Cornell University
Student Activities Office

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Penalties for Late Filing or Lack of Filing UUP Form

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I. RATIONALE

The policy related to the use of university property is included in the Policy Notebook on page 106. Guidelines Related to the Use of University Property were passed by the Student Assembly in the spring of 1995 and 1996. These guidelines were developed to encourage timely communication between event planners and university officials charged with approving events and activities on university property. Adherence to the guidelines promotes safety at events, may serve to avoid conflicts with other similar events previously scheduled on campus and promotes proper planning.

The guidelines define a major event as, "...any public gathering, other than a regularly scheduled meeting, that is held outdoors or indoors in a facility which seats more than two hundred people (or at which 200 or more people are expected)." This document goes on to state that a Use of University Property (UUP) form should be processed 3 weeks in advance by registered organizations seeking to sponsor a major event on campus and/or any event that will be held outdoors, involves sales activity or is a fund-raiser, will include the serving and/or sale of alcohol or food.

Failure to file the UUP three weeks prior to an event can result in the event being canceled or postponed. When possible, university officials permit some flexibility on the 3 week processing deadline but are not required to do so. Unfortunately, this has led to serious problems with organizations waiting until the last minute to file a UUP. Penalties are needed to discourage late filing.

II. ENFORCEMENT

The penalties below will be enforced when registered organizations fail to file the UUP as described below for the following events: conferences, visiting dignitaries, events at which security staffing will be required, late night events, parties and social functions with over 50 people, concerts, athletic events, etc.

III. PENALTIES FOR LATE FILING OF UUP

A. The penalty for a registered organization failing to obtain approval for an event by filing a completely processed* Use of University Property form at least one week prior to an event will be as follows:

1. First, second, and third offenses during an academic year:

- A fine of \$25.00 will be imposed for the first and second infraction. A fine of \$50 will be imposed for the third infraction. Fine must be paid by cash or check made out to Cornell University at the time the UUP is filed or event will not be approved. Fines may not be paid by SAFC funds. All fines will be remitted by SAO to the SAFC.

2. Additional penalty for second and third offense during an academic year:

- Organization will be placed on probation and a letter to that effect will be kept on file in the Student Activities Office (SAO). Copies will be sent to the organization president/chair and advisor, the Student Assembly, the JA, the SAFC, the WSH Administrative Board and SAF.

3. Fourth Offense in an academic year

- Event will not be approved.
- Organization's registration status revoked for the remainder of the academic year or 6 months, whichever is longer.
- Organization will not be permitted to hold meetings or events on university property during this time period.
- Will not be permitted to find another group or department to sponsor its meetings/events on university property during this time period.
- A letter to this effect will be kept on file in the SAO and copies will be sent to all the parties listed above.

IV. PENALTIES FOR FAILING TO COMPLETE A UUP

A. The penalty for a registered organization that fails to completely* process a UUP for an event but still holds the event on campus will be as follows (Note that all fines imposed for failing to complete a UUP will be remitted by SAO to SAFC and held by the SAFC as described below.):

1. First Offense

- A fine of \$100.00 will be imposed for the first offense in an academic year. Payment to be made by cash or check made payable to Cornell University within 2 weeks following the event. Fine may not be paid by SAFC funds. Fines will be remitted by the SAO to the SAFC.
- Organization will be placed on probationary status with the SAO. A letter to that effect will be kept on file in the SAO. Copies will be sent to the organization president/chair and advisor, the Student Assembly, the SAFC, the SAF and the JA.

2. Second Offense

- A fine of \$100 will be imposed for the second offense in an academic year. Payment to be made by cash or check made payable to Cornell University within 2 weeks following the event. Fine may not be paid by SAFC funds. All fines will be remitted by SAO to the SAFC.
- Organization's registration status will be revoked for the remainder of the academic year or 6 months, whichever is longer.
- Organization will not be permitted to hold meetings or events on university property during that time period.
- Organization will not be permitted to find another group or department to sponsor its events/meetings on university property.
- A letter to this effect will be kept on file in the SAO and copies will be sent to all the parties listed above.

V. EXCEPTIONS

In extremely rare instances, penalties may be waived by the Associate Dean of Students (ADOS) for Student Activities, or his/her designee, based on the need to address extraordinary situations on campus. (Example: An event receives national coverage, sparking heated campus debate. A registered organization wants to hold a rally the next day to address the issue and the rally space at WSH is available and members of the Events Management Planning Team (EMPT) will support the event.) However, in these extraordinary situations, event planners must seek the support of the ADOS, the Dean of Students and/or EMPT.

Exceptions may also be granted by the Associate Dean of Students when a registered organization has been in contact with appropriate university officials in a timely fashion but may not have formally completed a UUP.

VI. APPEALS

Registered organizations can appeal these penalties to the Registered Organizations Hearing Board within two weeks following the payment of the fine and/or imposition of the penalty. Registered organizations can also appeal these penalties within 2 weeks following the election of a new board of officers.

* A completely processed UUP will be completely filled out and will have all the necessary signatures and/or approvals. The form will be kept on file (electronically) in the Student Activities Office.

For more information on this, or any other policy/guidelines pertaining to student organizations, please contact the Student Activities Office, 5th floor, Willard Straight Hall, (607) 255-4169, email: <activities@cornell.edu>.
