

Standard Operating Procedure (SOP):

Student Event Authorization Protocol

Effective Date: 8/11/2025 (revised as needed)

Prepared By: Environmental Health and Safety Office (EHS)

Approved By: Carl Taz Wininger, EHS Director

1. Purpose

To provide a structured and consistent process for student organizations to obtain approval for hosting events on campus, ensuring compliance with university policies, safety regulations, and resource management.

2. Scope

This SOP applies to all student clubs, societies, and organizations intending to host events (academic, cultural, recreational, or social) on university premises.

3. Recognized Student Organization Events:

All student organization events held on campus must be registered with the Office of Student Engagement & Leadership via [Engage](#) two weeks prior to the event. To register an event with the Office of Student Engagement & Leadership, [reference the How to Register an Event page](#).

Events that are not open to the public (i.e., weekly organization meetings, practices, organization sponsored trips) do not have to be authorized; however, still need approval. If the event is open to the public and/or students outside of the club's membership or the events involves any of the following, it will require additional information, as requested:

- Food (prepared and served by the student organization)
- Animals (present for the event)
- Alcohol (served during the event)
- Youth (Non ULL students under the age of 18)
- Non-University Vendors (providing the food for the event)
- Temporary Structures/Tents (must be setup by licensed/insured vendor or by Fac. Mgmt)
- The number of expected attendees exceeds 100 people (public safety attendance required)

The Office of Student Engagement and Leadership will need to ensure that the proper university guidelines are adhered and will assist you in the planning and preparation of your event. This may involve collaboration with other departments and may require additional and more detailed

information. Questions for the student events which involve these items (listed above) can be directed to getinvolved@louisiana.edu .

4. Departmental Events and 3rd Party Events:

All food/catering in or around the Student Union must go through Sodexo. Special request that wish to provide food/catering without going through Sodexo, must obtain permission from Sodexo and the Student Union Director.

If your event is in any other location on campus (or outdoors), a licensed, third-party vendor may be obtained to cook, provide, and/or serve the food.

Third-party licensed vendors, including food trucks, must email Cassie Methany, Office of Transportation Services, cassie.matheny@louisiana.edu - 14 business days in advance of the event – to apply to be a licensed vendor and/or to apply for a parking permit. You will not be able to promote this vendor at your event until the vendor provides their approval.

If your event requires catered food to be delivered, and it will be consumed immediately upon delivery, this is permissible. For more information, please click [here](#). Student organizations should e-mail Heidie Lindsey at heidie.lindsey@louisiana.edu with questions

5. Foodborne Illness Course:

Events in which food will be prepared and served by the student organization must have one person complete a short educational course. After an event liaison has been identified, this person will be assigned the SC-Foodborne Illness training course in either the cornerstone or moodle training platforms. The course is 19 minutes long and will provide the necessary protocols the participants need to follow. This individual will be responsible for training others who will be serving food and/or drinks at an event. A document containing safe food handling instructions and tips will be provided to you, following the completion of this training course.

6. Complaints/Claims Filed Against Student Organization Event

In the event a student/parent/patron comes forward with any issues post event, or observed during an event, should be forwarded to the Dean of Students Office. The Student Affairs Division, Office of the Dean is located on the First floor of the Student Union, room 168. You can reach the office via phone at (337) 482-6276. Allegation should be sent filed, via email to: studentaffairs@louisiana.edu .

Please make sure to include the following information when submitting the allegation or complaint:

1. The event you attended (including the date and time)
2. The exact reason and basis of the complaint (be specific)
3. Any event contact person that you originally informed at the event of the issue
4. Receipts or money paid for the complaint (if medical attach the report/release)
5. What you are seeking in restitution (change of policy/educational/money/ect)
6. Provide any suggestions on how this may be revised or changed to prevent this from occurring again.

7. CONTACT INFORMATION

- **Environmental Health & Safety Office**
 - Carl Taz Wininger 337-482-1840 | safety@louisiana.edu
- **Student Affairs Division, Office of the Dean**
 - 337-482-6276 | studentaffairs@louisiana.edu
- **If Catering Food Contact:**
 - Heidie Lindsey | heidie.lindsey@louisiana.edu
- **Office of Transportation Services**
 - Cassie Methany | cassie.matheny@louisiana.edu
- **Office of Student Engagement and Leadership**
 - getinvolved@louisiana.edu