Expectations for Off-Campus Events

- Prior to approval, an off-campus facility is to be identified and a non-binding hold placed for the function. Venues where alcohol or other Baylor-prohibited activities are the main attraction may not be approved.
- A full-time student organization advisor or an approved Substitute Advisor who completes Student Organization Advisor Summit training must attend all off-campus events.
- If an advisor is unable to attend any or all of the event, it is the responsibility of the student organization leadership to secure an approved Substitute Advisor who completes Student Organization Advisor Summit training and have that individual approved by the organization’s advisor and the Associate Director or Director of Student Activities.
- Private residences may not be used for off-campus activities/events. However, the residence of the full-time faculty/staff advisor may be used if the advisor is present throughout the activity/event.
- The Department of Student Activities reserves the right to reject any off-campus event.