

USF Bull Market

Student Organization Rules and Regulations

MARKET REGISTRATION

* All forms mentioned herein may be obtained by either coming to the Bull Market office in the Marshall Student Center (located on the first floor), our website (<http://msc.usf.edu/bullmarket.htm>) or via email (bullmarket@admin.usf.edu). If your group has any questions, please contact our office via phone (813) 974-5309 or email (bullmarket@admin.usf.edu). Call for office hours.

- Before your first Market Date, the president of or contact person for your Student Organization must:
 - Complete a Student Organization Contact Card
 - Present the Market staff with a signed copy of the Student Organization Agreement Form (last page of this packet)
- Student Organizations must fill out one Information Card per Student Org.
 - If two branches of a larger Student Organization wish to reserve space at the Bull Market, paperwork must be filled out for each group. For example: Two branches of Student Government are not allowed to sign one set of paperwork under the name “SGA” and then attend the Market under their specific group’s name.
- Individual Market Day reservations are made by completing a Space Request Form from the Bull Market Office, downloading the forms from our website <http://msc.usf.edu/bullmarket.htm> or by registering through USF’s online store <http://shop.usf.edu>
 - Completed space reservations must be submitted before 1:00 p.m. on the Tuesday before the market date requested** (i.e. if you wish to reserve space for a market date on Wednesday, August 20, your Space Request must be turned in by 1:00 p.m. on Tuesday, August 19).
 - If your group is unable to register for the current week’s Market by 1:00 p.m., your group will be able to register for the next week’s Market Date.
 - Student organizations may reserve for either the entire day or in 2-hour increments, beginning at 8:00 a.m.
 - All completed space request forms will be reviewed by Market staff when submitted. Call for office hours **(813-974-5309)**.
 - In the event that no Market staff are present in the office, Student Orgs. may request to speak with Denise Darby. This is the **only** person authorized to take Bull Market forms in the absence of the Market Staff.
- Please ensure that the contact information given for your group is accurate. This means that the email addresses and phone numbers listed on your group’s information card must be kept up to date.
- The Student Organization contact person is responsible for informing org members of the Bull Market Rules and Regulations. All organization members are expected to comply with Bull Market Rules and Regulations or loss of Market privileges may result.
- Student organizations will be provided with one table and four chairs. Due to space constraints each student organization is limited to four chairs.

- Student Orgs. may not reserve spaces for another student organization, department, outside vendor (Vendor), or outside Non-Profit Organization (NPO)—even if they are members of both groups.
- The Market Staff ask that all Student Orgs ensure that enough representatives will be present to staff your Group’s table prior to making a reservation. If your group cannot staff a table for your selected time it is suggested that you cancel your reservation.
- Your space reservation is complete once the Space Request form is confirmed by the Bull Market staff.
- You will be contacted under the following conditions:
 - Your group wishes to distribute food
 - There is a concern or problem with your requested dates or event.

SET-UP (aka the day of the Market)

- The Bull Market is open from 8:00 a.m. until 4:00 p.m. every Wednesday.
 - Student Orgs must check-in 15 minutes prior to your selected reservation time (SRT) and then set-up at the market site.
 - Student Orgs may not check-in more than 15 minutes prior to your SRT.
 - If your student organization arrives late for your SRT, your organization is still required to leave at the end of the SRT.
 - If you fail to notify Market staff (by phone or email) of a late arrival (and have signed up for the whole day) your organization will forfeit its table for the day.
 - If you fail to notify Market staff of a cancellation, your organization will be suspended for one market.
 - Any group found to have set-up without signing in will be asked to leave.
 - All spaces are reserved. Please set up in your assigned space.
- All groups (vendors, departments, NPOs, Student Orgs) reserved for entire day must be set up by noon (12:00 p.m.).
 - After 12:00 p.m., spaces, tables, and chairs held for “all day” reservations will be open to walk-in vendors.
- Student Orgs will be assigned a space approximately 10' x 10', depending on space availability.
- Student Orgs may be assigned different spaces for each Market Date.
- Student Orgs are required to keep their spaces neat and clean at all times.
- Student Orgs may reserve one space with one table and four chairs per market date.
 - Student Orgs are permitted to bring additional tables, but must remain within their assigned 10' x 10' space
 - Tents must be free-standing and or weighted. No staking is allowed
- Student Orgs are not allowed to loan their table or chairs to, share space with, or trade spaces with a Department, Student Organization, Vendor, or Non-Profit Organization.
- The Market space reserved by a Student Org must be manned by student members of that Student Org at all times.

- Amplified sound and the use of electricity must be approved by the Bull Market Staff. Volume levels will be determined by the Market staff, whose decisions are final.
- Student Orgs must vacate tables and chairs at the end of their SRT.
- All Student Orgs are encouraged to stay the entire length of the SRT.

SALE and/or DISTRIBUTION OF PRODUCTS

Student Organizations are allowed to use the Bull Market for the following purposes:

- Information distribution includes:
 - information packets
 - pamphlets advertising your Student Org's activities
 - flyers for upcoming events hosted by your Student Org
 - membership recruitment
- Fund raising is permitted provided that all proceeds benefit the Student Org.
- Food distribution is limited to Bake Sales.
 - Please request a copy of the Market Food Policy before reserving space for a bake sale.
 - Bake sales involving pre-packaged, pre-approved foods require one week advance notice.
 - Beverages are restricted to Coca-Cola products only and includes:
 - water (Dasani/Evian)
 - sports drinks (PoweraDe)
 - juices (Minute Maid)
 - energy drinks (Rock Star/Full Throttle)
 - Student Org. bake sales must comply with Hillsborough County Health Regulations.
 - Food requiring refrigeration or heating is not allowed unless your Group has been given express permission by the Market Management.
 - Any other forms of food will be subjected to the University's food, beverage & health regulations. Ask Market staff for details.
- If your Student Org is unsure whether or not the activity they wish to do is permissible, do not hesitate to contact our office via phone (813-974-5309) or email (bullmarket@admin.usf.edu).
 - Please contact the Bull Market office at least five business days in advance. The Bull Market cannot guarantee permission for a request lobbied the day before a Market Date.

Rain/Severe Weather/Market Cancellation Policy & Rain Checks

- Call the office (813) 974-5309 for verification of rain cancellation
- In the event of rain, the Market Staff will notify all groups as to whether or not the weather is considered severe enough to warrant cancellation.
- In some cases, weather may be such that, while not pleasant, would allow for the Market to continue for the rest of its duration. At that time, groups may choose to stay or go.
 - Reservations will not roll over *unless* the Market Staff cancel the Market for that week.
- Please note that the "threat of rain" does not constitute an automatic rain date on our behalf.
 - Groups who do not show up for their SRT will be counted as an unexcused absence.
- Market Management has full authority to cancel the Market for any reason. (e.g. inclement weather, security reasons)

DEFINITIONS

- **Student Organization** (hereafter referred to as Student Orgs or Groups) refers to any organization affiliated and in good standing with the University of South Florida that can be found on the Student

Organization or Office of Greek Life roster, receives funding from SGA, and is *not* a Department, outside vendor, outside Non-Profit (NPO), or individual student.

- **USF Student** refers to a person who is currently enrolled at the University of South Florida.
- **President** refers to the person in charge of the group in question. For example: If you are a DJ for WBUL, President refers to the Station Manager.
 - The President *must* be a USF Student who meets the requirements designated by the Office of Student Organizations.
- The **Contact Person** refers to the student designated by the President of your Group to coordinate your Student Org's involvement with the Bull Market including sign-up, scheduling issues, breaches of policy, and correspondence.
- **Representative** refers to a member of/person affiliated with your Group who staffs your Student Org's table for the duration of your group's SRT.
- **Market Date** refers to any Wednesday (Bull Market Date) for which a Student Org has filed a Space Request form.
- **Market Site** refers to the physical location at which the Market is held on Wednesdays.
- **Harsh Weather/Official Rain Day:** Any time that the Market Staff cancels a Market Date in light of weather forecasts that predicts weather conditions unfavorable to the running of the Market be it for the health, safety, or general well-being of the attendees.

Student Organization Agreement Form

I, _____, President of _____ have read and understand the Student Organization Rules and Regulations for the Bull Market. I have designated _____ to act as the Contact Person for our Student Org. and in signing this confirm that both parties have read, comprehend, and acknowledge that in signing this document, we agree to the following:

- ❖ That our Student Org must turn in a completed Department/Student Organization Contact and Information Card before we will be permitted to reserve a space on the Bull Market
- ❖ That our contact information is current, correct, and email addresses are in use.
- ❖ That we are responsible for ensuring that all representatives from our Group are aware of the Bull Market Rules and Regulations.
- ❖ That we will notify the Bull Market Staff of any changes to our staff or contact information
- ❖ That we are required to fill out a Space Request form to participate in the Bull Market.
- ❖ That we must gain permission from the Market Management before we will be permitted to bring food onto the Market.
- ❖ That check-in for Student Orgs begins 15 minutes prior to your reserved time.
- ❖ That only one Student Org may occupy a given space per Market Date
- ❖ That three (3) unexcused absences will result in loss of Market privileges.
- ❖ That not vacating our table at the appropriate time will result in loss of table and chair privileges.
- ❖ That continued violations will result in our Group being banned from the Market for an entire semester.
- ❖ That if a rule is verbally passed on to me by Market staff, but does not appear in these rules and regulations, it is still a valid rule to be followed.

I understand that failure to comply with the Bull Market Rules and Regulations will result in the loss of present and future market privileges for my Group.

President _____

Signature _____

Contact Person _____

Signature _____

Name of Student Organization _____

Date _____