

Vigil Guidelines



Student Union

Sometimes, tragic events occur that deeply affect members of the UCF community. Vigils are one way of gathering to mourn or commemorate a tragedy. As the heart of campus life, the Student Union may be a fitting location for an on-campus vigil. To facilitate a meaningful experience for when our community has been disrupted by an unexpected tragedy, the following guide is meant to serve as a helpful resource to get you started.

- Reach out to the [Office of Civil Discourse and Engagement](#) via email at cde@ucf.edu
 - CDE can offer support and guidance to students planning a vigil
 - Decorating the Pegasus Seal in the Atrium is reserved exclusively for [Eternal Knights](#) only
- Identify a potential date to host the vigil
 - It is advisable to have at least two proposed dates since availability is often limited
- Identify and secure a location
 - Contact the UCF Event Services Office via email at unionres@ucf.edu or request space using the appropriate form on the UCFSU website
 - For indoor vigil space, please select the [Atrium request form](#)
 - For outdoor vigils, please select the [Reflecting Pond request form](#)
- Be cognizant of fire safety protocols for campus
 - Use of burning candles is not permitted in any indoor campus facility
 - Use of battery operated/flameless candles is a safe alternative
 - Use of candles outdoors may be permitted if the following parameters are adhered to:
 - Candle size is limited to taper or standard congregation candles with a maximum height of ten (10) inches and drip protectors attached (unless the flame is enclosed)
 - A fire extinguisher shall be available on site
 - All candles shall be extinguished prior to leaving the site
- Crowd management is required if you anticipate a large number of attendees. On the day of the vigil, please work with the UCFSU Event Manager on duty to review safety regulations
- Please discuss options with your UCFSU Event Manager regarding inclement weather if your vigil is taking place outdoors. Moving the vigil indoors may not be possible due to availability of space, staff, and resources
- Request any audio/visual equipment you may need from your UCFSU event coordinator
 - For indoors - Items such as microphones, lecterns, sign holders, use of tv displays must be requested in advance
 - Any signage associated with your Atrium reservation must remain next to your tabling location and not placed near the Pegasus Seal in the Atrium
 - For outdoors – the Student Union does not provide any equipment outdoors. However, the [UCF Technology Lending Library](#) does have some minimal equipment that is available for rent with a student ID
 - Any amplified sound requests must be discussed with your UCFSU event coordinator