

## **POLICY WITH UPDATES**

### **Slippery Rock University**

### **Late Night Events Guidelines**

Updated: 02/26/15

Initiated: 11/26/08

These guidelines have been developed to assist student organizations and other members of the campus community in planning and implementing late-night activities and events. The information and instructions in these guidelines are designed to provide an effective planning schedule and to address safety and security measures that may be appropriate for a late-night event. Although every effort should be made to follow the schedules outlined in these guidelines, event organizers and facility managers should work together to make reasonable accommodations for special circumstances.

#### **I. Definition of Late Night Event**

A Late Night Event is defined as any sponsored event conducted on the Slippery Rock University campus on a Friday or Saturday night that concludes after normal operational hours of a facility involving one or a combination of the following:

- A. Is open to non-SRU students.
- B. Admission is being charged.
- C. The projected number of people is in excess of 50 people.
- D. Special services (e.g. necessary police coverage, catering, facilities, etc.) are required.

#### **II. General Guidelines**

- A. The Center for Student Involvement & Leadership will serve as the coordinating office for planning late night events. The department will establish a process to prioritize late night events. The department will designate up to five events each semester that will pay a prorated fee for police services. Any additional late night events scheduled during the semester will be responsible for paying 100% of police services.
- B. The facility manager will grant facility requests based upon availability of space, staffing, and police, with consideration for additional activities being conducted on campus that day. The facility manager has the authority to approve or deny facility usage requests. Late-night event requests for nights other than Friday or Saturday are reviewed by the facility manager in consultation with the Executive Director of Student Development to determine whether approval should be granted.
- C. Requests for Late Night Social Events should be submitted to the appropriate facility manager as soon as a date for an event is determined. It is recommended that such requests be made at least 30 days prior to the date of the requested event to provide maximum application of these guidelines.
- D. It is the reserving individual /organization's responsibility to:
  1. Confirm reservation requests 21 days prior to the event.
  2. Know and abide by SRU Late Night Social Events policies and the University Code of Conduct.
  3. Complete all steps outlined on the Late Night Social Events Event Checklist according to the timetable specified.
  4. End the event at the appointed time and usher guests out at the conclusion of the event. This includes making appropriate arrangements with invited guests and/or performers to insure that all performances and loading out of equipment occur in the time period specified.
  5. Work proactively to protect people, equipment, and facilities from any injury, damage, or loss.
  6. Work cooperatively with the faculty advisor, police, and facility staff during the planning and production of the event.
  7. Pay all associated fees assessed for the late-night event.

#### **III. Facility Access Parameters**

1. ID Requirements
  1. Current photo ID (college, driver's license, or state ID) is required from all participants for access.
    - a. Non Slippery Rock University students under the age of 18 will not be permitted to attend the event. Exceptions will be made on a case by case basis by University Police.

- b. Non SRU college ID's will NOT be accepted. A valid driver's license or a valid state identification card must be shown.
- c. All ID cards will be verified by police equipment operated by police officials or designees.
- d. University Police and the sponsoring organization will be jointly responsible for documenting the number of SRU students and the number of non-SRU students admitted for the event.

## 2. Access

- a. Doors close prohibiting access to the social event one hour prior to the scheduled conclusion of the event. Re-entry will not be permitted once doors close. Doors may close earlier if the maximum number of attendees has been reached.
  - b. The social event must conclude and all participants must vacate the facility by the designated closing time.
  - c. Facility lights will be turned on at least one half-hour prior to the designated facility closing time to facilitate departure from the event.
2. Individuals attending the Late Night Social Events who violate the law, university policies and procedures, or are disruptive will be denied entrance and/or removed from the event and may receive citations and/or judicial sanctions.
3. Exceptions to these guidelines must be approved by the Facility Manager and University Police.

## IV. Event Requirements

To minimize problems inherent with visitors (non SRU students) coming to any high profile and late night social event, University Police will deploy a plan of action involving a visible presence in the facility hosting a Late Night Social Event. This may also encompass nearby lobbies or public areas adjacent to the event location. Uniformed police presence inside the event location is necessary. University Police will inform the organization advisor and event coordinator about the details of the security plan.

- A. In order for recognized student organizations to host a Late Night Social Event at Slippery Rock University:
- 1. They MUST have two active SRU student organizational members to organize and supervise the event.
  - 2. The organization must arrange for at least six additional volunteers to staff the event.
  - 3. Reservations will only be accepted if the student listed as responsible for the program is an enrolled student in the semester that the Late Night Open Student Event is conducted.
  - 4. A minimum of one SRU faculty/administrators MUST be present at all "late night open student event". In addition, Graduate Assistants and other paraprofessional staff are encouraged to assist in the supervision of the event.
  - 5. Police will assign coverage based upon, but NOT limited to the following criteria:
    - ◆ Size of the expected crowd
    - ◆ Location of and means of advertising
    - ◆ Involvement of non SRU students
    - ◆ Nature of the entertainment, i.e. DJ, band, live performer, etc
    - ◆ On site money collection
    - ◆ The organizations late night event history may be considered for approval.

## B. Rental Procedure

- 1. The event planner must submit a facility reservation request at least 30 days in advance to the facility manager requesting a specific date and time and naming the requested event. Upon receipt, the facility manager will check availability and other factors such as staffing, parking, other events on campus, and other factors that might prevent the assignment of the facility.
- 2. If available, the facility manager will place a tentative hold on the facility and return a Late Night Event Checklist to the event planner for completion.
- 3. The event planner must submit a security deposit and the name of one faculty/staff advisor that will supervise the event on-site in order to confirm the reservation minimum of 21 days in advance of the event.

4. The deposit will be forfeited if the event is cancelled less than 21 days prior to the activity (including cancellations for failing to complete the requirements of this policy in a timely manner). The security deposit will be credited against rental fees, cleaning charges, or other facility fees at the conclusion of the event.
  5. Three weeks prior to the event, the facility manager will coordinate a mandatory meeting with the event planner, attending advisor(s), police, facility manager and other parties critical to the success of the event (for example, Catering Services, Parking, Facilities & Planning) depending on the needs of the event. This meeting will be used to identify room set-up diagrams, equipment needs, any special services that may be requested, and estimates of all applicable costs for the event. A maximum number of event attendees will be specified during the meeting in order to plan appropriate police coverage. Access to the event will conclude at the designated closing time or when the maximum attendance is reached, whichever occurs first. During this meeting, a security plan will be developed that clearly identifies the duties of the organization, the attending advisor(s), the facility staff, and the police in addressing the safety of all participants and the security of the University's facilities. Recommendations from the security-planning meeting must be incorporated into the event. If all parties are not present, the facility manager has the authority to cancel the event.
  6. One week prior to the event, the event planner is responsible for meeting with the facility manager (or designee) to review final plans including room diagrams, equipment needs, special service deliveries and pick-ups (e.g. catering, facilities, performers, etc.), security implementation, staff assigned to event, etc. Depending on the type of event, final preparation may also include payment requests through Cooperative Activities, final count for Catering, etc.
  7. On the day of the event, the event planner and advisor must check in with police and facility staff at the beginning of the reservation at a time agreed upon during the security meeting, and they must work with the designated facility and police staff for the successful implementation of the event. At the conclusion of the event, the event planner and advisor must insure that the facility is left in good order and that all persons and equipment are out of the building by the designated closing time. The facility manager may provide a separate checklist of items to complete to checkout of the facility. The event planner and advisor must check out of the facility with police and facility staff when all closing procedures have been completed. Failure of the event planner and/or advisor to remain for the duration of the event and complete the check-out procedure properly will result in forfeiture of the event deposit.
  8. Within one week of the event, a written evaluation of the event will be made by each of the entities involved with the planning of and attendance to the event. Should the evaluations indicate concerns related to the event, a follow-up meeting will be called by the facility manager involving the Police, Facility Manager, Attending Advisors, and other parties participating in the event planning. The purpose of the meeting is to address any event concerns related to planning, security, facility issues, staffing, conduct of participants, etc. The security deposit will be forfeited if the organization and its representatives, including the faculty/staff advisor, do not abide by the arrangements made during the security and planning meetings, including, but not limited to, failing to end the event on time, failing to provide appropriate supervision of guests, and failure to complete assigned responsibilities.
  9. If the written evaluation reflects no concerns, the security deposit will be returned to the event planner.
  10. Invoices for all applicable charges for the late-night event will be issued by the responsible party or department.
- C. Payment for police services will be calculated in the following manner for the five events designated each semester by the Center for Student Involvement & Leadership as eligible for prorated charges:
1. If the event is limited to SRU students only, there will be no charge for police services.
  2. If the event is open to non-SRU students, a prorated charge for police coverage will be calculated based on the percentage of non-SRU attendees. Example: If 60% of the attendees are non-SRU students, the organization will be charged for 60% of the cost of police services.

## V. Expectations

Late night events require collaboration among the student organization event planner, the faculty/staff advisor, the police, and facility staff. Specific responsibilities include, but are not limited to, the following:

<p><u>Student Event Planners:</u></p> <ul style="list-style-type: none"><li>• Designated as the persons responsible for the event</li><li>• Responsible for payment of all fees and deposits</li><li>• Attend advance planning and security meetings</li><li>• Attend entire event and exercise authority for all aspects of the event</li><li>• Attend check in meeting at start of reservation with advisor, police, and facility staff</li><li>• Assign duties to organization members and monitors completion including money collection, recording attendance, door monitors, bathroom monitors, load-in assistance, etc.</li><li>• Insure that event ends at designated time including working with invited guests and/or performers to insure that performances and load out of equipment occur during the appointed time</li><li>• Attend check out meeting at end of event with advisor, police, and facility staff</li></ul>	<p><u>Faculty/Staff Advisor:</u></p> <ul style="list-style-type: none"><li>• Attends advance planning and security meetings</li><li>• Attends entire event and advises student event planner on all aspects of the event</li><li>• Attends check in meeting at start of reservation with student event planner, police, and facility staff</li><li>• Assists organization during event as arranged with student event planner</li><li>• Facilitates communication between student event planner, police, facility staff, etc.</li><li>• Assists students with ending the event on time including making sure lights are turned on by facility staff at the appropriate time</li><li>• Attends check out meeting at end of event with student event planner, police, and facility staff</li></ul>
<p><u>Police:</u></p> <ul style="list-style-type: none"><li>• Attends advance planning and security meetings</li><li>• Attends check in meeting at start of reservation with student event planner, advisor, and facility staff</li><li>• Posts appropriate security signage</li><li>• Operates metal detectors and other security screening measures</li><li>• Provides id scanner and checks identification of all guests to verify age of participants</li><li>• Works with sponsoring organization to document the number of SRU students and non-SRU students in attendance.</li><li>• Closes entrance to event one hour prior to designated ending time or when maximum attendance is reached.</li><li>• Removes visibly intoxicated or disruptive patrons</li><li>• Conducts regular patrols throughout the event and the facility</li><li>• Assists student event planner, advisor, facility staff as requested</li><li>• Attends check out meeting at end of event with student event planner, advisor, and facility staff</li></ul>	<p><u>Facility Staff:</u></p> <ul style="list-style-type: none"><li>• Reserves facility and monitors adherence to late-night event policy</li><li>• Attends advance planning and security meetings</li><li>• Provides equipment and technical support as arranged in advance</li><li>• Coordinates check-in meeting at start of reservation</li><li>• Provides facility services (Information Desk, housekeeping, lighting, small equipment, emergency response, etc.) as appropriate for the building</li><li>• Locks exterior doors to facility as agreed in security meeting</li><li>• Turns facility lights on at designated time</li><li>• Facilitates departure from facility at designated time</li><li>• Coordinates check-out meeting at end of event</li><li>• Records any issues or concerns for later review</li></ul>