

## Late Night Event Policy

Date Effective: March 10, 2017

Issued By: Division of Student Affairs

Contact: Office of Conference & Events Services, 814-393-2705

For the purposes of this policy, a “Late Night Event” is defined as any event that lasts beyond 11:00 p.m. Late Night Events may be held every other weekend with no two occurrences on consecutive weekends.

Space requests for Late Night Events must be submitted no later than three weeks prior to the event due to the extensive scheduling and set up requirements for these types of events. Additionally, all event details (i.e. advisor presence, technical requirements, etc.) must be confirmed with Conference & Event Services at least one week prior to the event. Failure to meet either of these requirements will result in the event not being approved and/or cancelled by Conference & Event Services. Additionally, organizations cancelling scheduled Late Night Events less than one week prior to the event may be charged for any staffing cost associated with the event.

- The advisor of a student organization (or another university employee as their designee) must agree to and be present during the entire event. The advisor of the organization will be contacted by the Events & Scheduling office by email and/or phone to confirm their presence and/or the presence of another designated advisor at the event. The Events & Scheduling office will not confirm or approve the space request without this approval/response from the group's advisor.
- Sponsoring organization will provide, on the space request, a list of organization members who will serve as "inside event" security monitors.

All events will close off admission at 12 a.m. and, after 12 a.m., there will be no re-admittance to the event if a participant leaves the building.

All participants attending the event will be required to show an ID before entering.

- Clarion students must show a Clarion Student Identification Card to be admitted. A copy of the ID will be taken.
- A non-Clarion University student who attends an institution of higher education must present an ID from the College they attend. A copy of the ID will be taken.
- All non-college students must present a state issued driver's license or phot ID and must be accompanied by a Clarion University student. The student will present his/her ID, along with the drivers' license of those with the student. A photocopy of all ID's will be taken. The student

is responsible for the behavior of their guests. Any violations of the student code of conduct by guests will be adjudicated against the Clarion University student.

Video surveillance equipment, and metal detectors, may be used at events to screen attendees and record persons entering the event as well as to record any incidents that occur during the event. Said video may be used as evidence in both campus judicial as well as criminal proceedings.

The Chief of University Police will determine if the number of officers needed to staff an event. If deemed necessary, University Police Officers will be present at Late Night Events.

- University Police will ordinarily provide security at no cost. Cost will be passed on to the sponsoring organization should there be a "serious altercation" during the event or if there is "significant damage" to the facility during the event. The group sponsoring the event where the serious altercation or significant damage occurred will have to pay for the University Police Officers at each of their three next events. University Police will determine what constitutes a "serious altercation," and/or "significant damage."
- The first event following an altercation, the sponsoring organization will pay 100 percent of the University Police cost per officer per hour.
- The second event following an altercation, the sponsoring organization will pay 50 percent of the University Police cost per officer per hour.
- The third event following an altercation, the sponsoring organization will pay 50 percent of the University Police cost per officer per hour.

In addition to the guidelines stated above, the following applies specifically to dances:

All late night dances will be held in the Gemmell Multi-Purpose Room. The divider wall will not be in use to close off any portion of the room.

Events will start at 10 p.m. and end no later than 2 a.m. The last song of the night will be announced at 1:45 a.m.

Metal Detectors will be in use for every late night dance.

A series of checkpoints will be developed leading from the west upper doors of the Gemmell Student Complex into the hallway. At the west doors, an ID must be shown. No ID, no admittance. The student or guest will then proceed to the metal detectors. Once through the metal detectors the student or guests will proceed to the ID copy, sign-in and pay station. Once the copies are made, the student and/or guest will write their name, and license number and address if they are a non-Clarion student on a sheet, pay the fee and then be allowed admittance into the dance.

Inside event security monitors will be posted at a minimum at the southeast door, and at the two other entrances into the Multi-Purpose Room.