

# **Clarion University**

## **Late Night Event Policy**

Recognized Student Organizations (RSO), in good standing, may request to hold late night events on campus. For the purposes of this policy, a late night event is any event with an end time later than 11 p.m.

1. A space request for the event must be submitted at least 15 business days prior to the desired date. Failure to meet this deadline will result in the event being denied by the Conference & Event Services Office.
  - Late Night events may be held every other weekend with no two occurrences on consecutive weekends.
  - The advisor to the group will be contacted by the Conference & Event Services Office for their approval and to confirm their presence at the event. The Conference & Event Services Office WILL NOT approve a space request for a late night event unless the RSO's advisor approves the event and agrees to be present for the entire event.
  
2. RSOs must also identify a member who will serve as their late night event coordinator. This individual will serve as the RSOs liaison to the Conference & Event Services Office. No change will be made to the space request unless requested by the late night event coordinator. Any change in personnel serving as the late night event coordinator must be communicated by the advisor to the Conference & Event Services Office. The late night event coordinator will be responsible for:
  - Confirming tech requirements and room set ups.
  - Providing an event management plan to the Conference & Event Services Office at least 7 days prior to the event, which includes list of additional members who will be working the late night event, what their roles will be and how they will be identified.
  - The late night event coordinator and the RSO advisor must be present a half hour prior to the start of the event and be physically present for the duration the event. The event will not open unless both of these individuals are present and it will be shut down should they leave.
  
3. Public Safety Officers must be present at every late night event and the Director of Public Safety will determine the number of officers needed to staff it.
  - Metal Detectors will be in use for every event.
    - Individuals entering a late night event must also consent to the search of their bags, coats and/or any other personal belongings.
    - Individuals who appear visibly intoxicated will be refused admission to or asked to leave the event.
    - Anyone refusing to adhere to these or other safety measures deemed appropriate by Public Safety will be refused admission to or asked to leave the event.
  - Camcorders may be used at events to record persons entering the event as well as to record any altercations that occur. Tapes may be used as evidence in both campus judicial as well as criminal proceedings.

- The sponsoring organization should provide a list of any person(s) who should not be allowed to enter the event to Public Safety prior to the start of the event.
  - Public Safety will ordinarily provide security at no cost. 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 will have to pay for Public Safety officers at each of their three next events. Public Safety will determine what a "serious altercation" is or what constitutes "significant damage".
    - The first event following an altercation, the sponsoring organization will pay 100% of the public safety cost at \$25 per hour per officer.
    - The second event following an altercation, the sponsoring organization will pay 50% of the public safety cost at \$25 per hour per officer.
    - The third event following an altercation, the sponsoring organization will pay 25% of the public safety cost at \$25 per hour per officer.
    - The fourth event, the sponsoring organization will not have to pay for public safety officers.
4. Events will start at 10:00 p.m. and end no later than 2:00 a.m. For dances/parties, last song will be announced at 1:45 a.m. Requests for events to last beyond 2:00 a.m. by be approved by the Vice President for Student & University Affairs at least seven days prior to the event.
- Late night events will close admission at 12:00 am. After 12:00 am, there will be no re-admittance to the event if a student leaves the building.
5. Participants will first pass through a metal detector and then proceed to a registration table.
- All participants attending the late night event are 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 and they will be provided with a student wrist band.
    - All non-Clarion University attendees must be accompanied by a Clarion University student and present a photo ID (i.e. student identification card from another institution, state ID, etc). A copy of the ID will be taken, they will be issued a guest wrist band. The Clarion University student will be 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.
  - RSOs may charge admission to late night events and are responsible for designating members to collect the admission fee. Events where admission is charged must also be compliant with the RSO Fundraising/Collection Drive Registration Process.
6. All Late Night events in the Gemmell Multi-Purpose Room must use the entire room. The divider wall will not be in use to close off any portion of the room.