



California University of Pennsylvania

POLICY: CAMPUS LATE NIGHT EVENTS

FINAL: 8/23/2016

A. Purpose & Scope:

The Campus Late Night Events Policy has been developed to assist student organizations and other members of the campus community in planning and implementing late-night activities and events. The purpose of this policy is to address safety and security measures that may be appropriate for a late-night event.

B. Definition(s):

“Late Night Event” is defined as any night-time sponsored event conducted on the California University of Pennsylvania campus that concludes after 11:00 p.m. at a campus facility involving one or a combination of the following:

- A. open to non-CALU students with a current CALU student sponsorship (one guest per CALU student);
- B. admission is being charged;
- C. special services (e.g. necessary police coverage, catering, facilities, etc.) are required.

C. Policy:

General Guidelines

The facility manager will grant facility requests based upon availability of space, staffing, and police (if there is a need for on-sight security), with consideration also given to additional activities that may be scheduled/conducted on campus on that particular date. The facility manager has the authority to approve or deny facility usage requests. Late-night event requests are reviewed by the facility manager in consultation with the Associate Vice President of Student Affairs and the Office of Student Activities and Programming to determine approval/non-approval.

- A. Requests for Late Night Events should be submitted to the appropriate facility manager as soon as a date for an event is determined, but no later than 30 days prior to the date of the requested event in order to provide maximum application of these guidelines.
- B. It is the reserving individual/organization’s responsibility to:
 - 1. confirm reservation request twenty (20) days prior to the event;
 - 2. know and abide by Late Night Events policies and the University Code of Conduct;
 - 3. complete all steps outlined on the Late Night 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 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/staff advisor, police, and facility staff during the planning and production of the event;
 7. pay all associated fees/security deposit at the time of reservation confirmation;
 8. once the associated fees/security deposit and confirmation is complete, the event planner will be permitted to begin pre-event ticket sales at the information desk utilizing current ticket sale protocol.

Facility Access Parameters

A. ID Requirements

1. Current CALU photo ID (driver's license, or state ID for Non-CALU Students) **is required** from all participants for access.
2. Non-CALU 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 or the event sponsor/advisor at the site.
3. Non-CALU college IDs will NOT be accepted; a valid driver's license or a valid state identification card must be shown.
4. All suspect ID cards will be verified for authenticity prior to admittance.

B. Access

1. Doors close prohibiting access to the social event at 11:00 p.m.; re-entry will not be permitted once a guest departs the designated area.
2. The social event must conclude and all participants must vacate the facility by the designated closing time.
3. The level of facility lights will be determined by AVP of Student Affairs and the Chief of Police or their designees to ensure safety.
4. Individuals attending the Late Night Events who violate the law, university policies and procedures, or are disruptive will be denied entrance and/or removed from the event and may be arrested and/or referred to the Office of Student Conduct.
5. Exceptions to these guidelines must be approved by the AVP of Student Affairs and Chief of Police or their designees in advance of the event.

Event Requirements

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

A. In order for recognized student organizations to host a Late Night Event at California University:

1. the organization **MUST** have four (4) currently enrolled CALU student volunteers to organize and supervise the event;
2. reservations will only be accepted from an officer with an SAI registered organization during the semester that the Late Night Event is conducted;
3. a minimum of (3) CALU faculty/staff administrator **MUST** be present until the event ends; in addition, Graduate Assistants and other paraprofessional staff are

- encouraged to assist in the supervision of the event; but they **shall not** serve as a substitute for a faculty staff or administrative advisor;
4. 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 CALU students
 - nature of the entertainment, i.e. DJ, band, live performer, etc.
 - the organization's late night event history may also be considered
 5. the Late Night Event will not exceed 400 attendees;
 6. an accurate number of attendees must be submitted, which will help in determining the number of officers assigned to the event; repeated inaccuracy of number of attendees will result in reduction of approved occupancy for future events.
 7. late night events will conclude at 12:30 a.m.;
 8. only one (1) Late Night Event will be permitted in University facilities within a 48 hour period.

D. Procedure(s):

A. Event Procedures

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 (\$50.00) and the name of one faculty/staff advisor who will supervise the event on-site in order to confirm the reservation a minimum of 20 days in advance of the event. In the event that the facility manager has given preliminary approval and the facility is placed on hold for that event, the event planner will be permitted to begin pre-event sales which will be managed by the AVP for Student Affairs or designee.
4. The deposit will be forfeited if the event is cancelled less than 10 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. Ten days prior to the event, the facility manager will determine if there is a need to coordinate a 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). This meeting will be used to identify room set-up diagrams, equipment needs, and any special services that may be requested. 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 the facility manager has coordinated a meeting of the parties, and those responsible for reserving the event do not attend, the facility manager has the authority to cancel the event. At this meeting, the event planner will need to show the facility manager, AVP of Student Affairs and the Chief of Police the number of pre-event sales of those attending including a list of prepaid non-Cal U students. If after reviewing prepaid sales, adjustments may be made to anticipated attendance at this time.

6. Three (3) days prior to the event, the event advisor must check in with the Police Chief or his designee to ensure a successful outcome for the event.
7. Failure of the event planner and/or advisor to remain for the duration of the event will result in forfeiture of the event deposit, and the event will be terminated.
8. Within one week following the event, a written evaluation of the event (forms will be provided) will be completed by each of the entities involved with the planning of and attendance to the event. Should the evaluations indicate concerns related to the event, then 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. If the sponsoring organization fails to settle all costs incurred as a result of the event, reservations for future events by that organization will be denied until all costs are satisfied.

Expectations

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

<u>Student Event Planner:</u>	<u>Faculty/Staff Advisor:</u>
<ul style="list-style-type: none"> • Designated as the person responsible for the event • Responsible for payment of all fees and deposits • Attends advance planning • Attends entire event and exercises authority for all aspects of the event • Attends check in meeting at start of reservation with advisor, police, and facility staff • Assigns duties to organization members and monitors completion including money collection, id checks, door monitors, bathroom monitors, load-in assistance, etc. • Insures 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 • Attends check out meeting at end of event with advisor, police, and facility staff 	<ul style="list-style-type: none"> • <u>Attends</u> advance planning and security meetings • Attends <i>entire event</i> and advises student event planner on all aspects of the event • Attends check in meeting at start of reservation with student event planner, police, and facility staff • Assists organization during event as arranged with student event planner • May assist in checking identification using equipment supplied as mutually agreed • Assists organization in operating metal detectors or wands. • Facilitates communication between student event planner, police, facility staff, etc • Assists students with ending the event on time including making sure lights are turned on by facility staff at the appropriate time • Attends check out meeting at end of event with student event planner,

	police, and facility staff
<p><u>Police:</u></p> <ul style="list-style-type: none"> • Attends advance planning and security meetings • Attends check in meeting at start of reservation with student event planner, advisor, and facility staff • Posts appropriate security signage • Removes visibly intoxicated or disruptive patrons • Conducts regular patrols throughout the event and the facility • Assists student event planner, advisor, facility staff as requested • Attends check out meeting at end of event with student event planner, advisor, and facility staff 	<p><u>Facility Staff:</u></p> <ul style="list-style-type: none"> • Reserves facility and monitors adherence to Student Life policy • Attends advance planning and security meetings • Provides equipment and technical support as arranged in advance • Coordinates check-in meeting at start of reservation • Provides facility services (Information Desk, housekeeping, lighting, small equipment, emergency response, etc.) as appropriate for the building • Locks exterior doors to facility as agreed in security meeting • Turns facility lights on at designated time • Facilitates departure from facility at designated time • Coordinates check-out meeting at end of event

Late Night Social Event Check List

(Beginning at least 30 days in advance of the reservation)

Organization: _____

Activity: _____

Date & Time Requested: _____

Requested by: _____

Facility Manager: _____

Facility Manager Email: _____@calu.edu

Information and instructions related to your event planning responsibilities are outlined in this checklist in order to insure the safety and security of university students and facilities. The facility has been tentatively reserved for the date requested. Please work with your organization advisor(s) and the facility manager to complete this checklist according to the timetable specified. **Failure to complete this checklist will result in the cancellation of your reservation!**

____ A. Facility Availability (due within two weeks of receipt and no later than 21 days prior to event)

Facility Assigned: _____

Date: _____

Beginning Time: _____

Ending Time: _____

Two CALU student organization members must represent the organization as event planners:

1. Name (print): _____

Name (signed): _____

Phone: _____

Email: _____

By signature above, I accept the facility, date, and times listed above and agree to comply with this checklist. We agree to provide a minimum of two (2) additional volunteers to assist in coordinating the event.

2. Name (print): _____

Name (signed): _____

Phone: _____

Email: _____

By signature above, I accept the facility, date, and times listed above and agree to comply with this checklist. We agree to provide a minimum of two (2) additional volunteers to assist in coordinating the event.

____ B. Security Deposit (due with facility availability confirmation)

A \$50.00 security deposit made payable to **California University** must be submitted to the facility manager to confirm the reservation. This deposit assures compliance with all late night procedures. A completed Cooperative Activities payment request form is acceptable for the deposit requirement. The security deposit will be forfeited in the event of cancellation with less than 10 day notice or if the organization fails to complete all requirements specified in the planning process.

Security Deposit Required: _____

Amount Received: _____
Facility Manager Signature: _____ Date: _____

 C. Advisor Attendance (due with facility availability confirmation)

A minimum of three faculty/staff advisor must be in attendance at late night programs. By signature below, the following advisor affirms that he/she will be in attendance from the beginning of the event through the conclusion and clearing of the facility.

Advisor Name (print): _____
Signature: _____ Date: _____

 D. Initial Logistics Review and Security Plan (due ten (10) business days prior to event):

The facility manager (or designee) is responsible for meeting with the event planners, advisor, and police to identify room set-up diagrams, equipment needs, and any special services that may need to be requested. During the meeting, a security plan will be developed that clearly identifies the duties of the organization, the attending advisor, the facility staff, and the police in addressing the safety of all participants and the security of the university facilities.

Recommendations from the security-planning meeting must be incorporated into the event.

Maximum participants permitted: _____
Non-Cal U Students Permitted: YES NO

Notes: _____

Date: _____
Facility Manager: _____
Police representative: _____
Event Planner: _____
Advisor: _____
Event Planner: _____

 F. Beginning of Event:

Event planners, advisor and police will meet at beginning time of reservation to review roles and responsibilities for the successful implementation of the event and review any issues.

Time of Meeting: _____
Event Planner: _____
Advisor: _____
Event Planner: _____
Police: _____
Facility Staff: _____

 G. Participation Count (recorded when doors close):

Number of Students: _____ Number of Non-Students: _____ Total: _____

 H. End of 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.

Time Facility Vacated: _____
Event Planner: _____
Advisor: _____
Police: _____

____ I. Follow Up:

If necessary, a post event review will be scheduled with Facility Manager, Event Planner, Advisor, and Police to discuss any concerns or issues that arose during the event.

Notes:

Disposition of Deposit: _____
Date: _____
Event Planner: _____
Facility Manager: _____

E. Effective date: August 23, 2016

Adopted: August 23, 2016 by: President's Cabinet

Amended Date: