

## After Hours Event Policy and Procedures

### General Information

Sections of the multipurpose room of the Campus Center can be available after regular building hours for special social events. These special events may only take place on Friday or Saturday evenings during the regular academic year when classes are in session. Some exceptions will also be made for some events to occur during the summer. Generally, After Hour events will not be scheduled during final exams, over any break period when classes are not in session, or on a University holiday. There may be other dates when the Campus Center building will be closed, which are dates associated with holiday weekends.

All After Hours Events must be scheduled in writing at least six (6) weeks in advance and additional charges will apply. These events are reserved on a first come, first serve basis provided that specific conditions are met. After Hour events will not be scheduled on two consecutive nights, nor will two After Hour events be scheduled on the same night. All student organizations must have their student organization paperwork up-to-date with the Office of Student Involvement (OSI), must be in good standing with the Dean of Students' office, and have no outstanding payments for other event charges and/or damage expenses related to other events on campus. Failure to follow the timeline and rules outlined in this document can result in the cancellation of an event.

All special events in the Campus Center that are scheduled to continue past regular building operating hours, must be monitored by IUPUI Police officers. Expect to have a ratio of one (1) Police officer for every 100 guests. Security guard(s) from ESG Security will be required to check ID and wand guests as they enter the facility. Professional staff and student employees from the Campus Center must also be present, and in some circumstances professional staff from the Office of Student Involvement will also be present. The expense of hiring Police officers, security guards, and Campus Center student employee are the responsibility of the sponsoring organization. In addition, at least one approved IUPUI professional staff member must be present at all times, at no cost to the sponsoring organization. The exact type and number of event monitors and security will be determined on a case-by-case nature based the exact nature and size of the event. The sponsoring organization must also arrange for its own members to serve as event monitors. Events in the Campus Center must end no later than 2am. **Student organizations can choose to have an attendance limit of either 250 or 500 guests. (The guest limit includes all members of the sponsoring organization(s) and all guests).** Once the attendance limit is set, it cannot be changed, and all billing for the event will be based on this number.

The only entrance/exit to the building for an After Hours event is the main entrance at the corner of University Boulevard and Vermont Street.

### How To Reserve Event Space and Planning Timeline

After Hour events must be scheduled in writing at least six (6) weeks in advance. Those eligible to use the space include IUPUI student organizations in good standing with Office of Student Involvement and the Dean of Students Office, and IUPUI University Departments. Non-University organizations may schedule events on a case-by-case basis. Each of the following steps must be completed in advance of the event as indicated:

#### Six Weeks Before The Event

1. Submit a Campus Center Room Request Form at least six (6) weeks prior to the event

The number of people estimated to attend, which is written on your Room Request form, will be used to determine the number of police officers and staff needed to monitor your event. Student organization must choose to have an attendance limit of either 250 or 500 guests. Whichever limit is selected, will become the maximum number of people permitted to attend your event. Once the attendance limit is selected it cannot be changed. The room request form should be submitted to the Campus Center office (CE 278).

The Campus Center staff will contact IUPUI Police to arrange IUPUI Police to monitor your event. The sponsoring organization is responsible for this cost (\$50 per hour, per officer, and a four hour minimum). You should expect there to be a minimum of one (1) officer per 100 guests.

IUPUI Police will contact ESG Security to check ID's, wand guests as they enter the event, and to check purses, bags, coats. Expect to have 2 guards at each event. The sponsoring organization is responsible for this cost (\$15 per hour, per guard, and a four hour minimum).

## **Four Weeks Before the Event**

1. An interview with the Assistant Director for Event Services should take place at least four (4) weeks prior to the event

During this meeting aspects of the event will be discussed. If at this point, all steps in the process have been followed and there is appropriate professional staff and/or student staff available to monitor your event, the event will receive final approval. No advertising of the event should take place until final approval has been received.

## **One Week Before The Event**

1. Identify members of your organization that will serve as event monitors. Decide on what items will be work to identify these individuals as event monitors. A schedule of event monitors will be due the night of the event prior to the start.

## **On The Night of the Event**

1. The sponsoring organization is responsible for setting up the event space with supervision provided by professional staff, and student employees hired to monitor the event.
2. If there is a pre-determined list of attendees (guest list), an official typed copy of the guest list must be given to the professional staff monitor before the event begins. Another copy of the guest list must be kept at the door. All guests on the guest list must present valid picture ID and sign-in. Individuals not on the list will not be admitted. Changes to the list cannot occur during the event.
3. Before the event begins, the sponsoring organization must identify and provide a list of members of the organization that will serve as Event Monitors. There should be one (1) Event Monitor for every 50 guests. These Event Monitors must be visible throughout the event to monitor the following areas: bathrooms, stairwells, the event area, entrance/exit). Monitors may be rotated throughout the event. Monitors should be easily identifiable.
4. The sponsoring organization is responsible for providing a money collection box, if there is an entry fee.
5. IUPUI will provide appropriate signage regarding rules and policies to be posted at the door and in the event space, sign-in sheets, a people counter, and a security wand for use at the door.
6. The organization must provide an easily read sign with the admission fee, if any, to be clearly posted at the door.
7. At the end of the event, the sponsoring organization must complete the After Hours Event Clean-up Checklist. This form should be returned to the professional staff person that attended your event, before you leave for the night. The form is attached to this policy.
8. The sponsoring organization is responsible for all clean-up of the event space and resetting all furniture, with supervision provided by professional staff and student employees hired to work the event.

## Fees

The sponsoring organization(s) will be responsible for paying fees associated with the following:

Campus Center Student building Monitors	\$120 with a four (4) hour minimum (3 monitors included) \$30 for each additional hour and \$10 for each additional monitor needed per hour.
IUPUI Police	Expect to pay no more than \$50 per hour/per officer. Expect to have a minimum of one (1) officer for every 100 anticipated guests. There is a four (4) hour minimum.
ESG Security	This security company will check ID's, wand individuals, and check bags, purses, etc... as guests enter the event. The rate is \$15 per hour. There is a four (4) hour minimum.
Damages and/or excessive cleaning	Will be charged by Campus Facility Services for any services needed. There is a minimum \$37 charge for any additional cleaning.

## Event Rules

The following rules apply to all student organization sponsored After Hour events, and these rules must be clearly posted at the entrance of every event:

1. ALL participants must present a valid picture ID from an accredited college/university to enter the event AND must sign-in before entering the event.
2. One (1) non-college guest per person is permitted. Must have valid picture ID and sign in before entering. Non-college guests must arrive with a college student with proper ID.
3. If there is a pre-determined guests list, individuals not listed on the guest list will not be admitted.
4. No one under 18 will be admitted unless enrolled at IUPUI and they present a valid Jag Tag.
5. No alcohol, no illegal drugs, and no drug paraphernalia.
6. No one under the influence or appearing to be under the influence of alcohol or drugs will be admitted to the event. If you smell like alcohol you will not be admitted to the event or will be asked to leave
7. IUPUI is a tobacco free campus. Smoking and tobacco products are not permitted any where on campus.
8. No weapons (guns, knives, etc.)
9. Coats, bags, purses, and book bags, are highly discouraged and are subject to search.
10. No in/out privileges. If you exit the event you will not be permitted to re-enter.
11. The admission fee policy for the event will be clearly posted at the entrance of the event.
12. Once the attendance limit is reached, the event will be closed, and no additional guests will be permitted to enter.

## **Responsibilities of Those Responsible for Monitoring an After Hours Event**

Student employee building monitors: All Events will require a minimum of three to five (3-5) Campus Center student employee building monitors. In the event that an activity does not end at the agreed upon time, the sponsor will be billed for double the charges from the beginning of the event. The monitors are on duty to help keep event guests out of non-authorized portions of the building, specifically the TL – 3<sup>rd</sup> floors, to assist in the evacuation of the building as needed, and to unlock and lock the building before and after the event.

IUPUI Police: After Hours event must be monitored by IUPUI Police at the expense of the sponsoring group. IUPUI Police fees can be as much as \$50 per hour for each officer (depending on the officer's rank and day of the week). Expect to have one (1) officer for every 100 anticipated guests. Their responsibilities will consist of monitoring the entrance/exit, monitoring the event space, patrolling areas in and around the building, enforcing state and local laws, and University Policy. At the conclusion of the event, IUPUI Police will work with the sponsor and the student employee and professional staff monitors to clear and secure the building. Police officers have the authority, in consultation with the professional staff monitoring the event, to shut down the activity if the event gets out of control, if state, local, or university regulations are being violated, and/or if the sponsoring organization is not following proper event procedures outlined in this document. IUPUI Police will be stationed at the entrance/exit and throughout the event to monitor activities.

ESG Security: This private security company may be required to work at the door to and wand individuals as they enter the event and check bags, purses, coats for inappropriate items. This company may not be hired to provide security for the actual event. The sponsoring organization is responsible for this cost of this service. The private security company will be under the supervision of the IUPUI Police.

Professional staff: All After Hour events require the on-site supervision of at least one professional staff member from Campus Center and in certain circumstances a professional staff from the Office of Student Involvement, at no cost to the sponsoring organization. Staff will arrive before the event begins and will stay until all clean up is done and the building is ready to be locked. The responsibilities of professional staff monitors include regular monitoring of the event space and surrounding building space by walking through at regular intervals, serving as a liaison with Campus Police, and enforcing university policies. Professional staff employee's monitoring the event have the authority to, in consultation with IUPUI Police, to shut down the activity if the event gets out of control, if state, local, or university regulations are being violated, and/or if the sponsoring organization is not following proper event procedures outlined in this document.

### **Responsibilities of the Event Sponsor(s)**

The event sponsor must oversee all aspects of planning and implementation of the event. The sponsor is responsible for the actions of all event participants and hired vendors (DJ, caterer, etc...). Relevant state and local laws, as well as University policies, must be understood and shared with all event participants. This is accomplished by posting After Hour Event Rules at the entrance of the event and calling attention to the rules to all that enter the event. The event sponsor must provide at least two (2) members to work at the entrance to collect any admission fees, check for proper ID's, and monitor the sign-in sheets. Use of the security wand and searches of personal property will be monitored by a security company. The event sponsor must keep an accurate count of the number of people attending the event. A counter will be provided. The maximum number of individuals able to attend the event is set when you turn in the original Room Request form. Student organizations can choose to have a maximum attendance limit of either 250 or 500 guests. Once the limit is reached no additional guests will be admitted to the event.

The event sponsor must have contingency plans to assist with maintaining control of the event and ensure compliance with all laws and University policies. **The event sponsor is expected to identify members of the organization to act as additional event monitors. These event monitors should be clearly identified as such by wearing brightly colored shirts, hats, and/or buttons that identify them as Event Monitors.** The sponsor should expect to provide one (1) monitor for every 50 anticipated participants. These Event Monitors must be visible throughout the event to monitor the following areas: bathrooms, stairwells, the event area, entrance/exit). Monitors may be rotated throughout the event. **A list all members that will serve as event monitors and their assigned shift time, must be submitted at the beginning of the event.**

The sponsoring organization is responsible for the setup and cleanup of the event area, under the supervision of the professional staff and student employees assigned to work the event. The sponsor should utilize the Cleanup Checklist at the end of the event (see attached sheet for Checklist form):

- Has all furniture been returned to its original position?
- Is there damage to furniture or other room furnishings?
- Have all decorations been removed?
- Is the floor clear of trash and debris?
- Has all trash been bagged and removed to the nearest dumpster?
- Are the bathrooms clear of any trash and/or bodily fluids on the floor, sinks, and mirrors?
- Are the areas adjacent to the event area clean and clear of trash and/or bodily fluids (hallways, stairwells, bathrooms, used by participants, etc...)?
- The event space should be left in good condition

If food is to be served, the food must be provided by Any Event Catering by Chartwells. This is the only approved caterer for the Campus Center. Organizations will be fined for bring food in from outside sources.

### **Shutting Down an Activity**

All After Hour events are schedule to end no later than 2am. At the scheduled ending time or 2:00am (whichever comes first) all lights will be turned on, all music and entertainment will stop, and the sponsoring organization will help direct participants to exit the building. There will also be a walk thru of the event area to check for any damages, and the Cleanup Checklist will be completed.

When the safety of persons and/or property is in question or when state and local laws, and/or university regulations are being violated, IUPUI Police, the professional staff monitor, and the event sponsor have the responsibility to direct the early shut down of the activity and the total evacuation of the premises. However, the ultimate authority to shut down an activity in progress resides with IUPUI Police and the professional staff at the event. The sponsor must take steps to help enforce compliance with directions from all University officials. The DJ or other entertainment and hired vendors must be instruction to comply with all directions give my University officials. The DJ or other entertainment and hired vendors must never interfere with the shutting down of an event. Failure to comply will result in disciplinary action.

### **Penalty for Non-Compliance and Policy Violations**

The personal safety of those who participate in campus activities is foremost, compliance with these policies and procedures, and state and local laws and university policy will be strictly enforced. The sponsoring organization is responsible for the actions of all event guests and the DJ or other entertainment. The event sponsor is responsible for ensuring that all event participants are aware of all relevant laws and University policies. Failure to comply, and violations of state and local laws and/or university policy will result in a loss of privileges, and an investigation into other possible penalties, including sanctions under the Code of Student Rights, Responsibilities and Conduct, against the sponsor will be initiated. Violations of University policies will be reported to the Dean of Students Office.

A Three Strike Policy is in effect for all organizations hosting After Hour Events. Each time there is damage, a need for additional or excessive cleaning, or a violation of any law or University policy, the sponsoring organization will receive a Strike. Notification of a Strike will be made via email to the individual that requested the event space. After three (3) Strikes an organization will loose the privileges to host an After Hours event for one calendar year. In the case of serious misconduct a loss of privileges may occur before Three Strikes have been attained. An organization may also be referred to the Dean of Students office for further disciplinary action anytime a Strike is issued.

### **Cleaning/Damage Charges**

Events sponsors will be charged for damages and any extra cleaning needed above and beyond a reasonable level. Event monitors from the sponsoring organization should regularly monitor the area during the event to help prevent damages and excessive and unnecessary trash from occurring. At the end of the event, there will be a walk through of the entire event area (bathrooms, stairwells, event space) and the Cleanup Checklist will be completed. Organizations may be required to make a deposit prior their event. If there are no damage or cleaning charges the deposit will be returned or it can be applied to costs for security.

## **Payment of Charges**

The Campus Center expects prompt payment of all charges. University departments and student organizations with university accounts will be required to provide an account number at the time of the room reservation for any event for which charges will be incurred. For student organizations without a campus account, the individual student responsible for organizing the event will be held personally responsible for charges.

Organizations and departments with charges more than 30 days past due will be denied further use of any meeting room or event space until all outstanding charges are paid. Student organization charges that are more than 60 days past due will be referred to the Dean of Students Office for disciplinary action.

**Updated: 8/2011**



## **AFTER HOUR EVENT RULES & GUIDELINES**

ALL participants must present a valid picture ID from an accredited college/university to enter the event AND must sign in before entering the event.

One (1) non-college guest per person is permitted. Must have valid picture ID and sign in before entering. Non-college guests must arrive with a college student with proper ID.

If there is a pre-determined guests list, individuals not listed on the guest list will be admitted to the event.

No non-IUPUI enrolled guests under 18 will be admitted to the event.

No alcohol, no illegal drugs, and no drug paraphernalia.

No one under the influence or appearing to be under the influence of alcohol or drugs will be admitted to the event. If you smell like alcohol you will not be admitted to the event or will be asked to leave.

IUPUI is a tobacco free campus. **Smoking is not permitted on campus.**

No weapons (guns, knives, etc.)

Coats, bags, purses, and book bags, are highly discouraged and are subject to search.

No in/out privileges. If you exit the event you will not be permitted to reenter.

The admission fee for the event will be clearly posted at the entrance of the event.

These guidelines are enforced by the event sponsors, Campus Center staff, Office of Student Involvement staff, and the IUPUI Police Department.

6/2011