

CLAYTON STATE UNIVERSITY

LATE NIGHT AND SPECIAL EVENT POLICY

The following policy is intended to ensure the safety of all campus late night and special event attendees. The Department of Campus Life will coordinate all administrative duties and enforce the policy.

The Department of Campus Life coordinates and sanctions all late night/special events. The Department of Campus Life must receive a request to host a late night/special event a minimum of five (5) weeks prior to the scheduled date. In some instances, requests can be submitted up to three (3) weeks prior to the scheduled date excluding dances/parties.

Sponsoring units can only schedule a late night/special event on a Thursday, Friday, or Saturday. Contracting groups cannot schedule a late night/special event during mid-terms, final exams, Holidays, or closed University periods. All late night/special events must conclude by 2:00 am. Late night/special events may not exceed a total capacity of 500 (some rules apply). The organization advisor or designated full time University faculty or staff member must be present in order for the event to begin. The organization advisor or designated full time University faculty or staff member must also be in attendance for the entire duration of the event.

The Department of Campus Life reserves the right to decline a late night/special event request due to administrative discretion. The Department of Campus Life also reserves the right to postpone a scheduled late night/special event to a future date. Lastly, the Department of Campus Life also reserves the right to implement special guidelines not included in this policy in instances where safety, risk, and liability issues may arise.

The sponsoring unit must schedule a walk-through of the late night/special event location with the Department of Campus Life a minimum of five (5) business days prior to the scheduled date. In some instances, a security, custodial or facility fee may be required. All fees are due to the Department of Campus Life a minimum of seven (7) business days prior to the scheduled date. Failure to remit payment will result in cancellation.

In instances where the deposit does not cover all of the cleaning expenses, the sponsoring unit will be billed. For cancellation refunds, see the *Campus Space Request and Equipment Rental Policy*.

The sponsoring unit is responsible for damage caused to the facility and/or equipment. The sponsoring unit is also responsible for the actions of their guests (including disruptive behavior and the destruction of property). In instances where damage occurs, the sponsoring unit reserves the right to appeal any charges to the Division of Student Affairs office.

Sponsoring units are required to deposit all campus late night/special event raised monies into in a University account at the conclusion of the event and/or end of the day/night, etc.

The Department of Public Safety is the only entity permitted to secure a late night/special event. The number of officers will be determined prior to the scheduled date. The ratio of officers to students shall not exceed 1:100 (Some rules apply). A minimum of one (1) officer is required unless approved by the Chief.

The Department of Campus Life reserves the right to deny patron entry in to a late night/special event. The Department of Campus Life also reserves the right to end a late night/special event early for administrative discretion. Lastly, the Department of Campus Life reserves the right to deny re-entry to a late night/special event. (Some rules apply).

All late night/special event attendees must abide by the following guidelines: (1) willing to submit to a search—if necessary (2) possession of college identification or state issued identification (3) may not be under the influence of alcohol or any drugs (legal or illegal, i.e. medications, narcotics, etc.), (4) wearing a campus late night/special event wristband, (5) may not be in possession of an open container (i.e. cans, plastic, juice bottles, etc.).

The number of wristbands is determined prior to the scheduled date. The number of wristbands is **not** subject to change once it has been finalized. The wristbands are provided by the Department of Campus Life.

The total fee due to the Student Activities Center for a late night/special event “party” is \$250.00 for less than 100 people with no security. The total fee due to the Student Activities Center for a late night/special event “party” is \$350.00 for more than 100 people with security (Some rules apply).

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