

CLAYTON STATE UNIVERSITY

LATE NIGHT EVENTS POLICY

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

The Department of Campus Life govern the approval of all late night events. The Department of Campus Life must receive a request to host a late night event via the Campus Space Request process a minimum of ten (10) business days prior to the scheduled date.

Student organizations can only schedule a late night event on a Thursday, Friday, Saturday or Sunday. Student organizations cannot schedule late night events during mid-terms, final exams, Holidays or closed University periods. All late night events must conclude by 2:00 am. Late night events may not exceed a total capacity of 500. The organization advisor must be present in order for the late night event to begin. The organization advisor must be in attendance for the entire duration of the late night event.

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

The student organization must request set-up and schedule a walk-through of the late night event location with a Department of Campus Life staff member 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 two weeks (10 business days) prior to the scheduled date of the event. Failure to remit payment will result in cancellation. See the Department of Campus Life for additional information

The student organization is responsible for damage caused to the facility and/or equipment. The student organization is also responsible for the actions of their guests (including behavior and the destruction of property). In instances where damage occurs, the student organization reserves the right to appeal any charges to the Director of Campus Life.

Student organizations are required to deposit all campus late night event raised funds into a University agency account by no later than one (1) business day after the event. Failure to deposit all raised funds into a University agency account will warrant sanctioning from the Division of Student Affairs.

The Department of Public Safety is the only entity permitted to secure a late night event. The number of officers will be determined prior to the scheduled date. The ratio of officers to students shall not exceed 1:150. A minimum of one (1) officer is required unless approved by the Chief.

The Department of Campus Life reserves the right to deny student entry to a late night event. Campus Life also reserves the right to end a late night event early for administrative discretion. Re-entry into a late night event location is prohibited. Some rules apply.

All late night event attendees must abide by the following guidelines: (1) willing to submit to a search (2) possession of identification (3) may not be under the influence of alcohol or any illegal drugs, (4) wearing a campus late night event wristband. The number of wristbands is determined prior to the scheduled date. The number of wristbands is not subject to change. The wristbands are provided by the Department of Campus Life.

Revised July 2015