

## **Late-Night Social Event Checklist**

- Upon confirmation of space you must meet with a OFSL designee to discuss all details of the event.
  - This meeting must occur within one week of room confirmation
- One hour prior to start time; the sponsoring organization, KSU Public Safety, and Student Life staff will inspect the facility to ensure that there is no pre-existing damage to the facility.
- Following the event, the sponsoring organization, KSU Public Safety, and Student Life staff will inspect the facility for any damages that may have occurred during the event.
- One KSU Police Officer must be present for a minimum of a four-hour time period.
- The KSU Security Officer and/or the KSU Student Life representative will check purses, bags, and other items prior to entry into the event.
- Individuals attending event need to have wristbands.
- Clean up room after all guests have left so that it is free of trash and debris and ready for use by the next day.
- The student organization's university faculty or staff advisor (or approved substitute) must be present during the ENTIRE time period of the event.