

**LATE-NIGHT SOCIAL EVENT POLICY
CARMICHAEL STUDENT CENTER
KENNESAW STATE UNIVERSITY**

Following are guidelines for any late-night social events held in the Carmichael Student Center. These guidelines are in place for the safety and protection of KSU students.

“Late Night” refers to any event that goes beyond midnight.

***A social event is one in which the primary activity is interaction, interplay, networking, or socializing between friends, associate, or guests.*

Expectations to be met by Sponsoring Organization Prior to the Event

Sponsoring organization must reserve the University Room at least three weeks in advance of the event by using the Activity Request Form found at www.ksustudent.com.

Please note: filling out the form does NOT automatically secure the facility. Organization must wait to receive a confirmation.

Upon Confirmation of the Space

Once an organization has received the confirmation, you must meet with Student Life designee to discuss all details of the event. **This meeting must occur within one week of receipt of the reservation confirmation**, and the officers of the sponsoring organization shall be responsible for setting up this meeting. At the meeting, the following items related to the event will be discussed:

1. Check-in process;
2. Entry fee collection;
3. Venue entrance and exit information;
4. Name(s) and contact information of advisor(s) who will be on site at the event;
5. Number of attendees expected;
6. Signage required and placement of signs;
7. Advertising and promotional plan for the event;
8. Payment arrangements for KSU Public Safety officer; and
9. Any other details related to the event.

The officers of the sponsoring organization are responsible for initiating this meeting. *Failure to do so within the proscribed time frame (one week) will result in the cancellation of the event.*

Publicity and Advertising of the Event

Late night events and parties are NOT public events. No advertising or publicity may be distributed for the event until the approval form has been completed and final confirmation for the facility has been received by the organization.

All advertising materials must prominently display the following information:

- Name of the sponsoring organization.
- Date of the event.
- Beginning and ending time of the event.
- Location of the event.
- KSU students are allowed two guests for the event.
- The following statements: no alcoholic beverages allowed; no tobacco products allowed; ID required; no one under 18 admitted unless a currently enrolled KSU student.
- Attendance is limited to KSU students and their two invited guests.
- Based on Cobb County Fire Marshal regulations, maximum occupancy for the University Room is 350 people.

Evening of the Event

On the evening of the event, one hour prior to start time, the sponsoring organization, together with KSU Public Safety and Student Life staff, will inspect the facility to ensure that there is no pre-existing damage to the facility. If there is any damage, it will be noted by the sponsoring organization and verified by the university police and Student Life staff.

Following the event, sponsoring organization, KSU Public Safety, and Student Life staff will inspect the facility for any damages that may have occurred during the event. **The sponsoring organization will be charged if it is evident that damages have occurred during the event inside the room, outside the room, in the Student Center Atrium and public areas, and in the restrooms. “Damage” includes excessive trash remaining in**

the building and destruction of equipment or the room where the event took place.

KSU Public Safety

One KSU Police Officer must be present for all late-night social events for a minimum of a four-hour time period. Security costs are the responsibility of the sponsoring organization at the rate of \$45/hour for the officer on duty at the event. Only official KSU police officers, not private security officers, may be utilized for these events. **Student Life, in conjunction with KSU Public Safety, will make the final determination of the number of police officers necessary for a specific event.** KSU Public Safety will pay for having one Security Officer on site at the event. Officers/advisors of the sponsoring student organization may ask for the help of KSU Police officers to help monitor the building, assist with admissions, and anything they deem necessary to assist with crowd control.

Should circumstances related to the event (excessive loitering after the event, lengthy cleaning time, etc.) require the officer to work over the time frame established for the event, there will be additional charges billed to the sponsoring organization. The police officer will secure the building following the event and will not leave until the building and the area are cleared of people and the area is secure.

The police officer on duty will enforce state law and university regulations and, as such, will confer with the advisor(s) present. The officer or advisor(s) will be posted at the entrance to the event to supervise admissions procedures, and to provide security for any cash receipts. The officer will patrol the event both inside the room and outside the room. If problems occur, the officer will confer with the advisor(s) and respond and request additional support from KSU Public Safety as necessary.

Alcohol

No alcoholic beverages are allowed.

Containers

Attendees are not allowed to bring ANY containers, bottles, glasses, cups, water bottles, etc. into the event. Water fountains are available at each end of the first floor corridor.

Purses, Bags, Backpacks, and other Similar Items

The KSU Security Officer and/or the KSU Student Life representative present will check purses, bags, and other items prior to entry into the event.

Violation of State Law and/or University Policy

If violations of state law or university policy occur at the event, including but not limited to, the presence of alcoholic beverages or other drugs, smoking, or disruptive behavior, the event will be cancelled immediately by the advisor(s), Public Safety, and student organization officials. This judgment call can be made at any time during the event in question by the aforementioned entities; however, the KSU Police have the final decision regarding the safety of the patrons and the security of University property, and may cancel the event immediately.

Fighting, public intoxication, sexual harassment, and other types of behavior will not be tolerated at events. If such behavior occurs, patrons may be asked to leave. Discretion for action regarding such behaviors will be left up to the discretion of the KSU staff member, group advisor, and KSU Police Officer. **Any disturbances or violations may result in the revocation of party/event privileges and/or cancellation of future events, and possible sanctions from the Office of Student Conduct and Academic Integrity.**

Event Admission

Admission to the event will be by wristband only. Student Life will provide 350 wristbands, which will be given to the sponsoring organization the evening of the event. **Once the 350 wristbands have been given to attendees, no one else will be admitted inside the event room unless others have left the event.**

No one under 18 will be admitted unless he/she is a currently enrolled KSU student who has a valid ID. ID is required for admission. Proper identification constitutes any college or university identification card or a valid driver's license.

All KSU students must sign in. All guests must sign in providing the name of their home institution and the name of the currently enrolled KSU student who invited them and the guest's current home address.

Admission to event is limited to the following:

- Currently enrolled KSU students who will present a valid KSU ID.

- **Guests of a currently enrolled KSU student (each KSU student may have two guests who are not KSU students).**

Guests of ALL KSU students may be admitted, not just guests of the organization members.

It is the obligation of the organization and the advisor to enforce the admission policies.

Maximum Attendance

The maximum attendance for each event is determined by the capacity of the scheduled room as regulated by the Cobb County Fire Marshal. University Room capacity is 350. After the room capacity has been met, **no one will be admitted to the event unless other patrons have left the event. Please note that the room capacity will be strictly enforced. No loitering is permitted outside the building or in the parking lots. It is the responsibility of the organization to inform patrons of this policy during the event and utilize the police officer and advisor(s) to enforce these policies.**

Collection of Entry Charges at the Event

Only student officers/representatives or the advisor(s) of the sponsoring organization will collect admission fees. These representatives are also fully responsible for the security of the fees. Neither the KSU Police Officer nor any other University official will handle money for the group.

Entering and Leaving the Event

All guests will enter and leave the event through an entrance designated for that purpose by KSU Public Safety and Student Life.

Guests Leaving the Event prior to Event Ending Time

Any guest who leaves the Student Center prior to the conclusion of the event will NOT be allowed to return.

Clothing

For hygiene purposes, clothing must be worn at all times.

Ending and Wrap-up of Event

All late night events must end by 1:00AM. The DJ must stop the music at 1:00AM sharp and the Student Center must be cleared of all guests no later

than 1:30AM. The DJ and sponsors must exit the building no later than 2:00AM.

The lights in the room must be turned on at 1:00AM to signal the end of the event. *The DJ will NOT announce any after-hours parties.*

Cleaning and Damages

Sponsoring organization will clean up the room after the guests have left so that it is free of trash and debris and ready for use by the next day. Event hosts will also need to check Parking Lot B to determine if excessive amounts of trash have been left by participants and bag that trash. Trash bags will be provided to the organization prior to the event.

Sponsoring organization is responsible for paying for any damages to the room or equipment in the room.

Event attendees may not loiter in any other areas of the building and must confine themselves to the area immediately surrounding the venue on the first floor of the Student Center.

Student organization offices, cubicles, and departmental offices in the Student Center are OFF LIMITS during any late night event.

The officers of the sponsoring organization, in conjunction with the advisor(s), shall be responsible for maintaining order at the event. Like any good host, the sponsoring organization shall set the expectation for behavior at and during the event.

Presence of Organization Advisor

For all special events/late night events, the student organization's university faculty or staff advisor (or approved substitute) **MUST BE PRESENT** during the entire time period of the event. The approved substitute will be a paid KSU employee who is not a student assistant. The Department of Student Life will be notified of and approve substitutes. Sponsoring organizations are strongly encouraged to have two advisors or their designees present at a given event (designee is not to be a student). The advisor's responsibilities include conferring with the student organization leaders and KSU Police regarding security expectations, assisting with attendance requirements, and assisting in handling any problems related to

the event (violations of university regulations regarding alcohol, overcrowding, unruly behavior, closing the event at the scheduled time, etc.).

Following the Event

Once the event is over, there will be no loitering inside the Student Center or in the parking lots.

***These policies were adopted from the following institutions:*

University of Georgia

Georgia State University

Bradley University

North Carolina State University

Approved by the KSU Student Government Association 1/20/11.