

Late Night Event Policy Effective January 2006

DEFINITION: A Late Night Event is an event that is sponsored by a Student Organization, runs past midnight and is held in any University of Wisconsin-Whitewater indoor or outdoor facility or space.

The sponsoring organization agrees to abide by all University policies and procedures that govern the use of University facilities and the *Student Handbook*. The right to sponsor a late night event is a privilege and all policies and procedures will be enforced. Any violations may result in the suspension of the sponsoring group's scheduling privileges up to two consecutive calendar years.

ADMITTANCE POLICY:

A maximum of one guest, who is known and has been invited by a UWW student and is a college student with valid ID from another school, is allowed to participate in a Late Night Event.

UWW students will be held fully responsible for the actions of their guests. The University reserves the right to a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; and b) terminate the event and/or restrict the future use of University facilities by a Student Organization.

All guests must enter with the UWW student and must be signed in upon entering. Students and guests must present a valid picture identification card from UWW or other university or college and a picture state identification that shows date of birth.

Student organizations sponsoring events are permitted to establish an additional list of no more than fifty (50) additional individuals who will be guests of the organization at each particular event. The sponsoring student organization assumes responsibility for the behavior of these additional guests at the event. Guests of the organization may include alumni, students at from another campus who are members of the same organization, and family and friends. A list of these guests must be submitted to the Building Supervisor no less than two (2) weeks prior to the event.

Entrance policy will require a wristband that will be provided by the Building Supervisor. Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event. Sponsors are not allowed to deduct guests leaving from the maximum total for the purpose of allowing more guests to enter.

Persons who are removed from the event will not receive any refund of the cost of their admission ticket.

STUDENT ORGANIZATION RESPONSIBILITIES

Request to use a facility through the University reservation process.

Attend Event Training offered by the University.

Attend an advisory meeting with the Building Supervisor no less than 3 weeks prior to the event so that a Late Night Event Contract can be created that outlines the expectations of the Student Organization, Student Organization Advisor, Building Supervisor and University Police along with event management procedures that will be followed.

Return the Event Contract signed by the Student Organization Advisor and all necessary organization member 5 days prior to the event.

Each organization member that will be working the event must attend a pre-event meeting not less than 30 minutes prior to the event. If all members are not present at the agreed upon time for the pre-event meeting, the event may be cancelled.

Be responsible for the event. Sponsoring organizations that, through their actions fail to take responsibility for an event may be prohibited from sponsoring events for up to two years.

Individual members who violate the rules may be automatically removed from the event and may be subject to arrest and disciplinary action under the Student Nonacademic Disciplinary Procedures, or subject to the judicial officer of the campus at which the event is a student.

During the event, all members of the Student Organization identified to work the event must:

- Attend the event from start to finish.
- Be identified as sponsor members by wearing identification as determined by the Building Supervisor.
- Perform the assigned event management duties during the entire event.
- Collect all revenues and be responsible for all cash handling during the event.
- Assist with crowd control including emergency exit monitoring and notification of problems to the Building Supervisor and/or University Police.
- Ask University Police to exit individuals from the event who behave inappropriately.
- Make the announcement of the event ending and encourage participants to disperse.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Provide a typed guest list and submit no later than two (2) weeks prior the event.
- Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

STUDENT ORGANIZATION ADVISOR RESPONSIBILITIES

Definition: A Student Organization Advisor is a university employee, unclassified or classified staff that is recognized as the official Advisor to a Student Organization. A graduate assistant can only serve in this capacity if it is part of the job responsibility

Attend Event Management Training offered by the University

Attend an advisory meeting with the Building Supervisor no less than 3 weeks prior to the event so that an Event Contract can be created that outlines the expectations of the Student Organization, Student Organization Advisor, Building Supervisor and University Police along with event management procedures that will be followed.

Attend a pre-event meeting not less than 30 minutes prior to the event to meet facility staff and University Police that are responsible for the event. If Advisor is not present at the agreed upon time for the pre-event meeting, the event may be cancelled.

During the event, the Advisor must:

- Attend the event from beginning to end. If the advisor is unable to attend the event for any reason, it is the advisor's responsibility to find a university unclassified or classified employee to represent them at the event. This university employee must have completed event management training and be knowledgeable of their role and this policy.
- Take an active role in the presentation of an orderly program.
- Be knowledgeable of relevant UWW policies and procedures, including the Alcohol Service Policy, University facilities policies, cash handling procedures, emergency procedures and the building hours.
- Be visible and available to students, the Building Supervisor and University Police throughout the entire event.
- Assist at the entrance area, walk through the event and table area and check the hallways.
- Periodically throughout the event, check in with the Building Supervisor and University Police to assess any perceived problem situations.
- Ask University Police to exit individuals from the event who behave inappropriately.
- Report any facility, equipment or procedural problems to the Building Supervisor in charge.
- Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
- Assist student organization members in announcing the end of the event.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Wear a form of identification approved by the Building Supervisor working the event.
- If violations of the policy occur or security concern warrants such action, consult with Building Supervisor and University Police to terminate event. The University officer in charge will make the final decision.

- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Policy in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

UNIVERSITY POLICE RESPONSIBILITY

The primary function of University Police at a late night event is the safety and security of the patrons in attendance.

The Building Supervisor and University Police will determine if police presence is necessary. Determination of the number of officers to be present at the event will be based on the size, nature, location and past history of the event.

The university supported Special Events Account will be used when University Police are required. The Student Organization is responsible for the first \$150 of cost for security. The Special Events Account will be used for the next \$250. Any cost over \$400 will be assessed to the Student Organization.

University Police will be an active participant in the event training held for student organizations, student organization advisors and facility staff.

University Police will attend a pre-event meeting held at least 30 minutes prior to the event to meet the Student Organization members, Student Organization Advisor and facilities staff that will be working the event.

During the event, University Police must:

- Attend the event from beginning to end.
- Maintain a high visible presence throughout the entire event particularly at the entrance of the facility.
- Conduct a walk-through of the dance at agreed upon intervals.
- Discourage loitering outside the event during the event.
- Exit individuals from the event who behave inappropriately.
- Be in continuous communication with the Student Organization representatives, Student Organization Advisor and Building Supervisor throughout the event.
- Assist the Student Organization members and advisor in dispersing the crowd after the event.
- Complete a post-event evaluation.
- If a violation of the policy or security concern warrants such action, terminate the event. Consultation with the Student Organization Advisor and Building Supervisor should occur if at all possible.

BUILDING SUPERVISOR REPONSIBILITIES

With University Police, conduct event training workshops on a regular basis for Student Organization members, Student Organization Advisors and facility staff.

Schedule an advisory meeting with the Student Organization and the Advisor of the Student Organization at least 3 weeks prior to the event. The purpose of the meeting is to discuss agreed upon capacity of the event, structure of the event, security arrangements, staffing requirements, financial obligations and other event details.

Create a Late Night Event Contract that details the specific expectations of the Student Organization, Student Organization Advisor, University Police and Facilities Staff for each event within the guidelines of this policy.

Consult with University Police to determine if police presence is necessary at the event. Determination of the number of officers to be present at the event will be based on the size, nature, location and past history of the event.

Conduct a pre-event meeting held at least 30 minutes prior to the event to introduce all Student Organization members, Student Organization Advisors, University Police and facility staff to each other.

Provide a form of identification that is to be worn by Student Organization members, Student Organization Advisor and facility staff during the event.

During the event, the Building Supervisor/or designee and the facility staff must:

- Attend the event from beginning to end.
- Determine and set, in consultation with the sponsoring Student Organization, the appropriate level of lighting and sound.
- Coordinate the event management
- Resolve any problems reported by the Student Organization members in consultation with University Police.
- Ask University Police to exit individuals from the event who behave inappropriately.
- Swipe ID's, check and copy guest ID's, check students ID's against guest list if appropriate and ensure all attendees are 18 years of age or older.
- Ensure that attendance does not exceed the agreed upon capacity.
- Enforce the University policies and procedures at the event.
- If violations of the policy occur or security concerns warrant such action, consult with University Police and the Student Organization Advisor to terminate event. The University Police officer in charge will make the final decision.
- Coordinate a post-event evaluation to include Student Organization members, Student Organization Advisors, University Police and facility staff.

MISCELLANEOUS

Other members of the University faculty, staff or administration who have completed event management training may assist with Student Organization event supervision as deemed appropriate by the Building Supervisor.

At the request of the Student Organization or at the direction of the Building Supervisor, advance ticket sales may be required at the expense of the sponsoring organization.

No backpacks or large bags will be allowed into the event. Show canes are not allowed unless pre-approved by the building supervisor in the event contract.

No off-campus advertisements including, but not limited to, fliers, banners, display ads or radio/television ads will be allowed. Building Supervisor must approve all publicity. No backpacks or large bags allowed” must be included on all publicity.

A Late Night Advisory Committee will meet each semester, or more often if necessary, to review the Late Night Events Policy. The Committee will consist of:

Staff Representatives: Building Supervisors, University Police, Leadership Development, Assistant Dean of Student Life, Residence Life, Academic Support Services.

Student Representatives: Whitewater Student Government, Residence Hall Association, Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, UC Building Managers, Latino Unidos, Impact and Black Student Union.

Student Organization Advisor Representatives: faculty advisors from above groups.