

## **Student Organization Event Policy**

The following policy governs all student organization events which charge an entrance fee, sell tickets, accept donations towards the event or sponsoring organization, expect more than 100 participants to attend, and/or is open to non-organizational and non-university affiliated patrons.

### **REGISTRATION**

After requesting a tentative date by emailing [reserve@udmercy.edu](mailto:reserve@udmercy.edu), the sponsoring organization will be instructed to reply by obtaining a Student Organization Event Policy Authorization form from the Assistant Director of Student Life. This form must be taken by the sponsoring organization to the University of Detroit Mercy Department of Public Safety for signatures at least 30 days before the event date. The UDM Department of Public Safety will determine within a timeframe of two weeks whether they can provide required staffing for the event.

The UDM Department of Public Safety and the Student Life Office reserves the right to deny authorization of an event based on the following:

- Other events conflicting or too many scheduled campus events
- Sponsoring organization having outstanding bills from previous events
- Event Authorization form is not submitted a minimum of 30 days prior to the event
- It is not in accordance with the Student Life Office Student Organization Event Policy

The Department of Public Safety must give notice to the sponsoring organization within two weeks of the receipt of the Student Organization Event Policy Authorization form stating whether they can provide required officer coverage for the event. Once the Student Organization Event Policy Authorization form has been approved and signed by the Commander of The Department of Public Safety it will be returned to the Assistant Director of Student Life, who will then inform the sponsoring student organization.

For the Department of Public Safety to staff an event the sponsoring student organization will be charged a rate of \$40.00 per hour for each officer. There must be a minimum of three officers at any event. Payment for security services shall be paid within ten business days after the event or a late charge will be applied. A late charge of \$10.00 will be attached to the sponsoring organization's bill every 30 days until full payment is received.

### **CANCELLATION**

Whenever an event has been cancelled after it has been scheduled with The Department of Public Safety, the organization must give a 48-hour notice prior to the event to the On-Duty Supervisor in the Department of Public Safety. If notification is not given to the Department of Public Safety by the president or designee of the sponsoring organization, the student organization will be charged the full security rate for the event.

Only registered student organizations that are in good standing may have an event. Events may not be co-sponsored by any groups or individuals other than student organizations. Student organizations are limited to three fundraising type events on campus per term.

Events will be allowed only during Terms I and II, excluding Summer, Holidays/Holiday Weekends and vacation periods.

### **ADVERTISING**

Advertising for events is limited to the University radio station in addition to flyers and handbills on the University of Detroit Mercy and other college campuses. All advertisements must be approved by the Assistant Director of Student Life, prior to approval of the event and posting. Advertising must include:

- Statement that "College, Greek or sponsoring organizational membership ID is required for entry"
- Time of open and close of event

Event advertising may not include any reference to alcohol, drinking alcohol or an alcoholic beverage sponsor.

### **DAMAGES**

Sponsoring organizations are responsible for all event-related damages. The facility will be inspected at the beginning and end of the function to note current damage and damage incurred. This is to be done by a representative of the sponsoring organization and an officer from the Department of Public Safety. If any damages are noted by the sponsoring organization and the Senior Event Officer of The Department of Public Safety an incident and damages report will be given to UDM Facility Operations. The sponsoring organization will be billed for all damages, including materials and labor.

## **ADMISSION POLICIES/PROCEDURES**

Admission to such events is determined by the following policies:

- No more patrons than the legal capacity of the facility in use will be admitted.
- The sponsoring organization is to be held accountable for the actions of all guests attending the event.
- College, Greek, or sponsoring membership organizational membership identification must be shown to the sponsoring organization to gain admission. Patrons without a college, Greek, or sponsoring membership organizational membership ID shall not be permitted to enter the event, unless the patron's name is on the guest list. Guests must still present a valid state identification or driver's license to gain admission to the event.
- Individuals listed on the guest list will be deducted from the official room capacity number if all guests listed have not arrived and the event is nearing capacity.
- A guest list of no more than 50 patrons will be honored providing that a copy of the guest list is submitted to the Student Life Office AND to the sponsoring organization faculty/staff moderator no less than 24 hours before the scheduled start time of the event.
- A copy of the guest list must also be given to the Senior Event Officer prior to the start of the event during the pre-event facility inspection.
- NO ONE UNDER EIGHTEEN (18) YEARS OF AGE WILL BE PERMITTED TO ENTER.
- UDM students and members of the sponsoring organization have the privilege of hosting two guests, but must enter with the guest, pay admission and sign the guest list at the same time. If any problems occur the situation will be referred to the Department of Public Safety.
- UDM students registering their guest are to be held accountable for the actions of their guest(s).
- All patrons will be asked to sign a sign-in sheet and present identification. All college, Greek, or sponsoring membership organizational membership identification presented will be collected by the sponsoring organization and returned when the patron wishes to leave. Once a patron leaves with their identification they will not be readmitted into the event under any circumstances.
- Upon entrance patrons may be checked by a metal-detector wand and must check in their coats to the sponsoring organization. Patrons shall receive their coats once they exit the event.
- Doors to the event will be closed at 1am or one hour prior to the scheduled ending time and no other patrons will be allowed to enter the event.

A sign shall be posted by the sponsoring organization stating that college, Greek, or sponsoring membership organizational membership identification will be checked for admission into the event and that the doors will close once capacity is reached for the facility in use. THE DEPARTMENT OF PUBLIC SAFETY IS RESPONSIBLE FOR ENFORCING CAPACITY LAWS. When attendance has reached 350 (Ballroom), the officer assigned to the outside entrance will be notified that the event is nearing capacity and no entrance on to the UDM campus for the event will be allowed after capacity is reached.

The sponsoring student organization reserves the right to refuse admittance of any patrons into the event.

## **SMOKING AND ALCOHOL**

No alcoholic beverage is allowed at any event. The Department of Public Safety will enforce all City and State laws for open containers containing alcohol either inside or outside the facility where the event is taking place. No smoking is allowed in any building where an event is taking place, with the exception of the Grounds Coffeehaus.

## **REQUIRED GRADUATE ATTENDANCE**

The sponsoring organization must have at least one graduate advisor or faculty/staff moderator present at all times.

DEPARTMENT OF PUBLIC SAFETY RESPONSIBILITIES Staff at all events held on UDM property must include one on-duty Community Service Officer and two UDM Certified Police Officers at the sponsoring organization's expense. The Department of Public Safety Officers must be visible at all times during the event.

In the event of an emergency, the sponsoring student organization(s) are held accountable for all incurred costs requiring additional officers to resolve an incident or emergency. If issues or concerns arise during the event the faculty/staff moderator should speak to the Senior Event Officer on duty. If the situation remains unresolved, the faculty/staff moderator should follow-up with the Commander of the Department of Public Safety.

**EVENT SHUT-DOWNS**

The Department of Public Safety is authorized to close down an event not in compliance with any part of the Student Organization Event Policy or when safety requires it. Advance warning may be given to the president of the sponsoring organization, the graduate advisor, or the faculty/staff moderator before the Department of Public Safety takes action regarding the continuation of the event. If the Department of Public Safety is unable to contact either the sponsoring organization president, graduate advisor, or the faculty/staff moderator the Department of Public Safety Officer may shut down the event.

At no time will patrons be locked in the facility.

All events are to begin a shut down process 30 minutes before the authorized end time of the event. (i.e. if an event is scheduled from 9pm-2am, the lights will be turned on and music turned off at 1:30am, and the sponsoring organization will begin to escort the patrons out of the building in an orderly fashion.)

**DISCIPLINARY ACTION**

Failure to comply with this policy will lead to the sponsoring student organization being subject to disciplinary action beginning with a minimum letter of warning. Incident reports shall be sent to the Vice President for Enrollment and Student Affairs and Dean of Students.

**STUDENT ORGANIZATION'S RIGHT OF INPUT**

All event policies shall have input by members of the Student Senate.

Revised by the Student Life Office\*

9/26/03

\*with input from the National Pan-Hellenic Council, Department of Public Safety, the Vice-President for Enrollment and Student Affairs and the Dean of Students