

Event Policy for Registered Student Organizations

Purpose

Wright State University supports a campus environment for students that provide opportunities for student involvement and social development. At the same time, the institution must account for the condition of facilities and insure the safety and overall well-being of the campus community. The following policies and procedures have been developed in an effort to achieve both of these objectives while encouraging registered student organizations to plan activities that allow them to meet organizational goals.

This policy applies to any event sponsored or co-sponsored by a registered student organization or student group with the exception of regularly scheduled meetings of the organization.

Event Planning Steps

1. Reservation of Space: The first step in securing an event is to make a space reservation. Scheduling a campus space initiates the event registration and review process. Contact the Student Union and Event Services Office (Student Union, outdoor spaces and academic classrooms), Office of Student Activities (special weekend dates in the Apollo Room), Office of Residence Services (indoor and outdoor residence hall spaces), Office of Parking and Transportation (parking lots) or Nutter Center for a campus space reservation.
 - a. Any event held in University facilities or on University grounds must follow space reservation policies. The Reservations Policy can be found at: <http://www.wright.edu/students/union/roomreserv.html> and Facility Use Policies can be found at: http://www.wright.edu/students/handbook/03_33.html.
 - b. At the beginning of each academic year, only the student organization President and Treasurer will be able to reserve space. New contacts may be added by the President or the Treasurer.
 - c. Reservations are tentative until the submission of an Event Registration Form and completion of the event review.
2. Event Registration Form: The sponsoring organization must complete an on-line event registration form immediately following securing the reservation. The online event registration form is available at <http://www.wright.edu/studentactivities/studentorgs/eventform.html>.
 - a. All forms must be submitted to the Office of Student Activities no later than 30 days prior to the event. Exceptions to this rule will be considered when forms have been submitted at least 10 business days in advance for medium and low risk events only.
3. Risk Review: Once the Event Registration Form has been submitted electronically, The Office of Student Activities and the University Police Department and two representatives appointed by The House of Representatives will evaluate the event as High, Medium or Low Risk using an objective criteria form. The criteria used to evaluate the risk of an event is available at: <http://www.wright.edu/studentactivities/studentorgs/riskassessment.doc>
 - a. *High Risk Events*: A risk review meeting will be scheduled with the student organization leadership, facility manager, advisor, WSU Police Department representative, and Student Activities representative(s). The Student Activities staff will be responsible for scheduling this meeting. No major changes in the implementation of the event will be approved after this meeting.
 - b. *Medium Risk Events*: A one-on-one conversation will be scheduled with the student planner and a Student Activities staff member. This meeting is designed to assist student groups with the planning of their event.

- c. *Low Risk Events*: If interested, the student planner may meet with a representative to assist with the planning of their event, however a meeting is not required.
4. Additional Program Steps: A program checklist is available at: <http://www.wright.edu/studentactivities/studentorgs/checklists2.pdf> to assist groups with additional program planning steps.

Staffing for Events

1. Student Monitors: The organization is responsible for selecting one student monitor per 50 individuals expected at the event. The monitor(s) will be responsible for helping to manage the event and immediately report policy violations and other incidents of inappropriate conduct to the advisor and/or WSU Police officers or designees in attendance. Student monitors and advisors are not intended to replace or act in the capacity of WSU Police officers. Monitors will not consume alcohol prior to or at the event and must fulfill their monitoring responsibility for the duration of the event. At least one monitor must be present at the entrance to the event at all times. Monitors must be identifiable by wearing monitor badges. Monitor badges are available the business day prior to the event. Student Monitors are expected to assist WSU Police and security personnel with clearing the venue of attendees at the close of the event.
2. Advisor: The organization's official advisor, a full-time faculty, or staff member must be present for the duration of the event. The advisor may designate a substitute who must be approved in advance by the Office of Student Activities. The designated substitute must be a member of the WSU faculty or staff. If it is necessary to change the advisor prior to the event, the Office of Student Activities must be notified in writing at least one business day prior to the event. The event may be cancelled, delayed or attendance reduced if the advisor or designee is not in attendance at the event.
3. Full-time University Faculty & Staff: In the event that full time University faculty or staff will attend the duration of the event, there will be a reduction in the amount of OES security staff for the event.
4. Assignment of Security: The WSU Police Department will assign event security in the following manner:
 - a. *High Risk Events*: One officer per 100 guests plus Ohio Entertainment Security (OES) to properly secure the event site.
 - b. *Medium Risk Events*: For medium risk events 0-4 OES officers
 - c. *Low Risk Events*: No police security will be assigned to the event.
5. Role of Police: The police have the authority to uphold University regulations and local, state and federal laws. The police play a specific role with securing an event. At no time will OES or other staff be assigned to a role that is designated for a police officer.
 - a. Actions that occur before, during or immediately after an event that have the potential for causing harm, injury, or damage to property will result in the termination of the event. The WSU Police Department may consult with the student organization Advisor regarding its decision to end an event. The student monitors, staff advisor or student organization leadership will announce the decision to end the event.
6. Cost for Security: Organizations will be charged for police and OES beginning ½ hour prior to opening the doors. Security staff will remain on site until all patrons have left the program area and the crowd has been dispersed.
 - a. Due to university contracts and union agreements event sponsors will be charged for a minimum of 4 hours for police and a minimum of 3 hours for OES.
 - b. Organizations may request a maximum of \$600 grant per quarter sponsored by the Office of the Vice President for Student Affairs and Enrollment Services for security cost. Requests can be made on the event registration form. Upon completion of all financial deposits and transactions, the Office of Student Activities will request the transfer of funds to the organization account. Only

- organizations that provide full financial disclosure of their event transactions will be reimbursed for security cost.
- c. If a student organization cancels an event less than two business days prior to the event, they will be required to pay for police and security assigned to the event. Event cancellation information must be provided to the Office of Student Activities, WSU Police Department and any other offices providing support for the event.
 - d. The capacity of an event may be made altered, in the unforeseen circumstance where the assigned police or security personnel are unable to attend the event. The Office of Student Activities and the Office of the Vice President for Student Affairs will work with group if the event was impacted by the reduction of police or security personnel.
7. Arrival and Departure of Event Staff: All event personnel (sponsors, monitors, advisors, other staff, OES security, and University Police) will be on site ½ hour prior to the opening of doors for the event and must remain for the duration of the event. Doors will not open until all designated staff have arrived at the event.

Additional Guidelines for High Risk Events

Registered student organizations sponsoring High Risk Events are required to follow the policies and procedures listed below:

1. Participation in Events: Wright State University students, with current Wright State University identification (valid Wright One Card), may participate in the event. Each Wright State University student may sponsor up to three guests. Each guest must show a valid college ID. If the college ID does not have a photo, a valid picture ID must also be presented. Each guest must be at least 18 years of age and a student of another college or university. Each guest admitted must sign at the entrance to the event and indicate the name of his or her host. The WSU host or hostess must also sign the guest list at this time. The host will be held responsible for the behavior of his or her guest and will be subject to disciplinary action as outlined in the Student Handbook. It is required that all guest lists be submitted at the end of the event to the designated representative from the University. Any publicity for major events must state this policy. Any exceptions this definition must be submitted in advance to the Office of Student Activities (Examples may include parents for Parent's Weekend or siblings for Sib's Weekend). The guest list must include the name of the Wright State University host or hostess for each guest, as well as the guest's name.
2. Publicity: All advertising must state the following: **University ID Required.**
3. Ending Time: Weekday and Sunday events must conclude prior to the closing time of the facility. Admission to Friday and Saturday events will conclude at midnight. Beginning at midnight, attendees leaving the building may not re-enter. All Friday and Saturday events held in campus facilities must conclude no later than 2 a.m. Lights will be turned on and the clearing of the space will begin at 1:45 a.m. All attendees are expected to leave the campus facilities and the vicinity in a peaceful and efficient manner.
4. Event Kit: Student Activities staff will provide a kit that contains an attendance counter, admissions policy signage, sign-in log, hand stamp with pad, lockable money bag, and monitor badges. The kit is available for pick up in the Office of Student Activities by the organization representative on the weekday (Monday-Friday) prior to the event and must be returned by 10 a.m. on the first weekday following the event. This package will include entry signs indicating access points and Wright State policies.
5. Event Meeting: All student monitors and the student organization leader who submitted the initial event reservation are required to meet with the attending advisor, facility manager, and the WSU Police officer(s) at least one-half hour prior to the commencement of the event to confirm the following: expected attendance; the coordination of identification checks and guest list requirements; admission charges for

students and their guests, if applicable; if alcohol will be served; and plans the organization has made to monitor behavior at the event. It is the responsibility of the student organization advisor or student event coordinator to determine that all are in attendance. Generally, the event meeting will proceed when all student monitors and student organization leader who submitted the initial event reservation, attending advisor, facility manager, and WSU Police officer(s) are in attendance. The event will commence once all necessary personnel are in attendance. In order for an event to proceed, all personnel must stay for the duration of the event.

Related Policies to Event Planning

1. Alcohol (Student) Policy: All events where students are participants, whether using campus or off-campus facilities, must adhere to the Alcohol Use Policy for Student Organizations as outlined in the Student Handbook http://www.wright.edu/students/handbook/03_48.html. Any campus student events that include alcohol will require the presence security or police personnel as determined by the WSU Police Department. The number of officers necessary and any applicable charges for the officers' time will be determined by the WSU Police Department.
2. Advertising, Media Promotions, and News Coverage Policy: Publicity for events must adhere to the regulations outlined in the Student Handbook. Any publicity through non-university media must be coordinated with the Office of Communications and Marketing. See the Advertising, Media Promotions, News Coverage policy in the Student Handbook at http://www.wright.edu/students/handbook/03_42.html.
3. Financial and Expenditures Policy: All money collected associated with an event must be accounted for according to specified policies and procedures http://www.wright.edu/students/handbook/03_56.html.
 - a. All advance ticket sales must be conducted through the Student Union Box Office. Ticket sales through the box office require an Agreement to Sell Contract and Event Data Sheet (<http://www.wright.edu/students/union/boxoffice.html>). Printing of tickets is the responsibility of the organization and must be numbered. Tickets may be checked out of the box office for table or personal sales.
 - b. All at-the-door sales must be deposited immediately after the event to the drop box outside of the Bursar's office including a slip with the organization's name, account number, ticket price and total number of tickets sold. Student organizations should request that security personnel for the event escort them to the Bursar's office.
 - c. For all advance tickets checked out of the Student Union Box Office, all revenues and any unsold tickets must be returned to the Box Office.
4. Student Code of Conduct: Any individual or group in violation of University policy or Code of Student Conduct will be subject to disciplinary action as specified by the Code of Student Conduct <http://goto.wright.edu/students/judicial/conduct.html>. For violations that occur at organizational events, the advisor and student event coordinator will submit an incident report to the Office of Student Judicial Services for possible disciplinary action. Any other individual may also make a report.

Policy Management

1. Exceptions to this Policy: Request for exceptions to these policies and procedures must be made in writing to the Office of Student Activities. All requests must be submitted at least 30 days prior to the proposed date of the event.
2. Student Education on Policy: Required event training will be offered for all organizations planning organizational events each quarter. Organizations unable to attend the designated sessions will be provided and alternative options, such as watching a DVD or web based modules.

3. Policy Review: A representative panel will review these policies and procedures upon the request of the Vice President of Student Affairs and Enrollment Management or the Director of Student Activities. This policy will be the responsibility of the Office of Student Activities with approval by the Office of the Vice President of Student Affairs and Enrollment Services.

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