

## Late Night Event Policies

This policy applies to all indoor and outdoor events that conclude after midnight.

1. The event must be registered with the Office of Campus Activities, 401 Bowen-Thompson Student Union, in compliance with the Event Reservation Policy. A member of the sponsoring organization hosting a late night event must attend the late night events meeting prior to that event. Late night event meetings are normally scheduled at the beginning of each semester and after the fall and spring breaks. Failure to do so will result in the cancellation of that late night event.
2. The student organization representative must meet with the facility manager at least one week prior to the event. An advisor and/or designee (approved by the late night events committee) of the sponsoring organization must attend and help monitor the late night event.
3. As stated in the Student Handbook, the sponsoring organization must have a minimum of three members of the organization's leadership group present for the duration of the event. The organization must designate members to serve as event staff for the duration of the event. These individuals must be clearly identifiable as event staff. If the event is sponsored by a registered Greek organization, staff identification will be provided by Greek affairs staff; if sponsored by a non-Greek organization, the organization staff must provide its own identification.
4. The designated person in charge from the sponsoring organization will arrange for IDs to be checked by their members for entrance to the event. Only enrolled BGSU students may check IDs. If IDs are not checked after one warning by the Police, the event will be shut down.
5. A college ID is required and/or prior approval on a guest list for admission to the event. Guests must show a picture ID for entrance to the event.
6. Specific names/schedules of who is working the door must be provided one business day before the event to BGSU Police, the Office of Campus Activities or Greek Affairs, and the organization's advisor. They must also meet with police within the first 15 minutes of the event.
7. The sponsoring organization must contract with the BGSU Department of Public Safety. 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.

8. Additional staffing may be required at late-night events and paid for by the sponsoring organization.
9. Entrance policy will require a wristband which will be provided by the BGSU Police. The sponsoring organization is responsible for administering this task.
10. BGSU will be in dialogue with other universities as to late night event reciprocal functions and appropriate actions.
11. Alcohol is prohibited unless approved prior to event and only in designated areas.
12. Inappropriate behavior including, but not limited to, the consumption of alcohol and illegal drugs, will not be tolerated and the continuation of the event will be at the discretion of BGSU Police, staff, facility managers or the sponsoring organization.
13. The sponsoring organization is responsible for all damages to the premises as a result of the event.
14. Signs indicating ID requirements, etc. will be posted at the event indicating entrance and event policies.
15. BGSU Police, in collaboration with the sponsoring organization and the facility staff, will monitor the event.
16. Inappropriate behaviors will be investigated and adjudicated under the Code of Student Conduct and/or the laws of the state of Ohio.
17. Admittance to the event will end 30 minutes before the event is over.
18. Admission to the event will not exceed scheduled event capacity as determined by the facility manager.
19. There will be no pass-outs awarded at late night events. While a person can leave the event and later re-gain entry, he or she must go through the full entrance procedure again and may need to pay the cost of admission; if the event is later closed, access will be denied.
20. No group may have two late night events in one weekend.
21. All event publicity must include the following: Valid College ID Required for Entrance. No admittance past 1:30 a.m.
22. The Assistant Vice President for Student Affairs and Dean of Students or designee will determine exceptions to this policy.

# Late Night Events Accounting Expectations

- All expenses should be paid from the account with checks to the service providers or through properly documented reimbursements of individuals.
- Double signatures confirming the total of cash and checks when transferring them between responsible individuals.
- Secure and place all cash and checks received, and associated documentation, in the Bowen-Thompson Student Union vault after each event. During business hours the funds may be removed and deposited at the Bursar Office into the organization's account.
- Record counts of attendees and the amount paid. This can be accomplished in various methods, including counting wrist bands, use of a hand counter, or manual head counts.
- When engaging the services of an vendor outside BGSU, a contract outlining the agreed services and payments must be completed. Advisors are expected to assist in facilitating the contract process, with all completed contracts being submitted to and reviewed by the Office of Campus Activities.
- Maintain double accounting procedures for all cash and checks received.

If these practices and procedures are not followed the organization may be subject to addition sanctions which may include, but not be limited to, extension of probation, freezing of funds, loss of university-provided funds, suspension of recognition and/or revocation of recognized organization status.

## Late Night Event Proposals for Registered Student Organization

Proposed late night events must be submitted to the coordinating office by the end of the first week of classes each semester. Following the proposal, the Late Night Event Registration form must be completed and submitted.

This is required of all on-campus events which run past 12:00 a.m.

**Organization:** \_\_\_\_\_

**Contact student:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>Event Name:</b>	
Date:	
Anticipated attendance:	
Estimated costs for event:	\$
Estimated income at event:	\$
Co-Sponsor(s): <i>when applicable</i>	

<b>Event Name:</b>	
Date:	
Anticipated attendance:	
Estimated costs for event:	\$
Estimated income at event:	\$
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Date:	
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Estimated costs for event:	\$
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*Submit additional pages as needed*

## Late Night Event Registration for Registered Student Organization

This approved registration is required for all on-campus events which run past 12:00 a.m. It is due to the coordinating office, with all approval signatures, at least two weeks prior to the proposed event. No approval will be granted less than two weeks prior to an event. Complete the following information and then contact each office listed to request review and approval.

**Organization:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Maximum Attendance:** \_\_\_\_\_

**Attach to this registration:**

- Event logistics plan  
*may use template on backside*
- Volunteer staff list  
*including at admissions stations and in event*

\_\_\_\_\_  
President signature

\_\_\_\_\_  
Faculty/Staff Advisor signature

**Contact each office and obtain approval in sequential order.**

<b>___ Coordinating Office</b> <i>Campus Activities / Residence Life / Greek Affairs / Sports Clubs</i> Staff assigned to event: _____ _____	
Coordinating Office Representative	Date
<b>___ University Police</b> <span style="float: right;"><b>Officers Required:</b> _____</span> The Request for Police Services form must be submitted no later than two weeks prior to the event. _____ _____	
University Police Representative	Date
<b>___ Facility Manager</b> _____ _____	
Facility Manager	Date

### Late Night Event Template

- \_\_\_ Everyone involved with the event should be very familiar with the Late Night Events Policy.
- \_\_\_ A copy of the DJ contract needs to be attached to this template for review.
- \_\_\_ Pre-sale of tickets occurs in the Union the day of the event from \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_ Maximum attendance for the event is 1,000 at the Field House
- \_\_\_ Greek Affairs/Campus Activities will provide 20 lanyards for students to wear when working the event, and must be worn for the entire event
- \_\_\_ Greek Affairs/Campus Activities will provide the following signs for placing on the outside of the field house glass doors:
  - a. "no pass-outs"
  - b. "you must have a college ID to enter"
  - c. "no admittance past 1:30"
- \_\_\_ The Field House will have 6-8 tables in the lobby (see attached diagram of the entry of the Perry Field House).
- \_\_\_ Police will have the walk-through metal-detector at the entrance by 10 pm.
- \_\_\_ Students and staff will arrive at the event by 10 pm for set up.
- \_\_\_ Tables will funnel students through the metal detector and on to six stations:
  - a. Door monitor (to regulate the flow of students going through the front double doors)
  - b. College ID check – BGSU
  - c. College ID check – Non-BGSU
  - d. Money
  - e. Wristbands
- \_\_\_ 12 students will be needed to staff the event (two stations for each of the above to expedite getting people through the lines) from 11 pm to 2 am
- \_\_\_ ID's of non-BGSU students will be digitally photographed by a graduate student
- \_\_\_ If the event is a sell out, or when the crowds die down prior to 1:30, the stations can be reduced.
- \_\_\_ Groups will have a list of members working the above stations at the Pre-Event Meeting (at 10:45) and on the attached diagram.
- \_\_\_ Staff can pitch in for a station when things get busy (usually after 11) but they are **not** to take the place of a worker from the sponsoring group.
- \_\_\_ Two members from each NPHC group will work inside the event to point out to the Police problem situations and problem people if it is an NPHC event.
- \_\_\_ Police will have the authority to remove problem people with the group's support.
- \_\_\_ Pre-Event Meeting (see agenda)
  - a. Police arrive at 10:45 pm for the pre-event meeting.
  - b. At 10:45, or when the police arrive, a Pre-Event Meeting is held with the Police and all the sponsoring groups' members that are working the event.
  - c. At the meeting, one person is identified as the leader is from the sponsoring group who will make decisions **regarding questions** during the event, and who will be present for the entire event.
  - d. Group advisors must also be present at the pre-event meeting and for the entire event
  - e. Police will have 1,000 wrist-bands at the meeting (minus any pre-sales) to ensure an accurate count of capacity.
  - f. At the meeting the process for putting on a wrist-band tightly so that it cannot be taken off unless cut will be covered.
  - g. Lanyards will be dispersed to the sponsoring group's members who will work the event. As students rotate through their stations they will need to pass along the lanyard. Everyone working an event must be wearing a lanyard.
  - h. All students, even those working the event, must wear a wristband
  - i. The stations that need to be filled for the event will be reviewed.
- \_\_\_ Once the pre-event meeting is finished, the doors open at 11
- \_\_\_ At 1:30 no one is admitted who doesn't already have an ID, and the stations are shut down.



**Bowling Green State University**

**Office of Campus Activities**

401 Bowen-Thompson Student Union

Bowling Green, OH 43403

Phone (419) 372-2343

Fax (419) 372-0455

[www.bgsu.edu/getinvolved](http://www.bgsu.edu/getinvolved)

- \_\_\_ Police who are working the lobby go into the event.
- \_\_\_ One member of the sponsoring group must remain at the metal detector with the Police.
- \_\_\_ At 1:30 the Police will escort the Cash Box person to the bank.
- \_\_\_ At 1:45 the DJ will be reminded that the event is over at 2 and that they need to make an announcement that the event is ending in 15 minutes.
- \_\_\_ At 1:55 remind the DJ to remind them the event is over at 2 and that they need to stop playing at 2.
- \_\_\_ Remind the DJ that there are no announcements except thanks for coming (no announcements of any after parties).
- \_\_\_ Turn the lights on at 2 or arrange with the Police to do this.
- \_\_\_ Students and Police will work together to clear the venue by 2:30.