



Much of a student's growth and development during the University experience occurs outside the classroom. Stevenson University is committed to ensuring that each student's experience is safe and healthy and supports his/her academic, personal, and social development. In an effort to provide safe and secure campus life, guidelines for all events have been established.

STEPS TO HOST AN EVENT

1. All reservations must be made at least 6 weeks in advance through the online calendar system.
2. All pending reservations will be reviewed by the Events Management Committee to determine safe and successful guidelines for the proposed event.
3. An Activities Office staff member will contact both the club representative and the club advisor to determine a meeting time to review all event policies.
4. A meeting between the Activities Office staff member and the club representative and advisor must be completed no later than 4 weeks prior to the event.
5. An event evaluation signed by the club representative and advisor must be submitted no later than 2 weeks following the event.

GENERAL GUIDELINES FOR NON LATE NIGHT EVENTS (EVENT ENDING BEFORE 9 PM)

- All publicity must be approved by an Activities Office staff member and must state the guest and Stevenson University ID requirements
- An Advisor must be present for the entirety of the event
- The number of attendees must not exceed the capacity of the event venue (to be determined by the Events Management Committee)
- A maximum of two guests will be allowed per Stevenson University student with ID and guests are required to have a state issued ID
- No guests will be allowed without the escort of a Stevenson University student
- All students and guests must be recorded
- Advanced ticket sales, wristbands to identify students and guests, etc. may be required and will be determined by the Events Management Committee
- All contracts with external agencies and DJs must be reviewed and approved by the Activities Office

GENERAL GUIDELINES FOR LATE NIGHT EVENTS (EVENT ENDING AFTER 9PM)

- All publicity must be approved and must state the guest and SUID requirements as well as display the no alcohol logo
- An Advisor must be present for the entirety of the event
- The number of attendees must not exceed the capacity of the event venue (to be determined by the Events Management Committee)
- A maximum of one guest per Stevenson University student with ID (at the discretion of the Events Management Committee)
- All Stevenson University students and guest will be required to wear wrist bands of different colors to differentiate students from guests.
- All students and guests must be recorded
- Advanced ticket sales (to be made & sold by Activities Office staff members only) may be required and will be determined by the Events Management Committee. All ticket sales end by noon the day of the event or by noon on the previous Friday if the event is hosted on a weekend.
- All contracts with external agencies and DJs must be reviewed and approved by the Activities Office
- A sign provided by the Activities Office stating no alcohol is permitted at the event must be displayed in close proximity to the entrance of the event and be visible.
- All sound and lights will be controlled by the Activities Office or Conference Services Department
- Stevenson University students and guests will not be permitted to leave and reenter an event.
- In addition to the presence of the club advisor, Activities Office staff member, and a Conference Services staff member, a minimum of one uniformed police officer and one campus security officer will be hired and paid for by the Activities Office and will be in attendance for the entirety of the event.

EVENT SANCTIONS

A student or club organization that violates the Event Policy is subject to one or more of the following sanctions, depending on the severity of the violations and/or number of violations.

- Verbal warning from an Activities Office staff member.
- Revoked privileges to host a late night event.
- Sanction from Dean of Students if damage occurs or University policies are violated.

I have read, understand, and agree to all policies and guidelines associated with hosting an event.

Student/ Club Representative
Signature

Date

Advisor/ University Representative
Signature

Date