

# POLICY ON LATE NIGHT SOCIAL EVENTS AT FLORIDA ATLANTIC UNIVERSITY

Social events at FAU's Student Union or Recreation & Fitness Center provide our organizations the opportunity to recruit new members, possibly fundraise (if following certain parameters), and provide a safe social alternative for all FAU students. This policy has been created in order to successfully plan and host a social event at the Student Union or Recreation & Fitness Center that is safe and enjoyable for all involved. The following guidelines are designed to facilitate the success of each social event and provide clarification, common understanding, and consistency in the responsibility for and enforcement of relevant procedures, rules, and regulations.

## Section I. Social Event Reservation Process:

1. Any registered student organization interested in hosting a social event in the Student Union or Recreation & Fitness Center is required to complete the Late Night Social Event Reservation Form and go through the reservation process with the Student Union Event Planning Office. A program registration form AND a Social Event Reservation Form must be filled out THIRTY days in advance in order to begin the process. Once a space is reserved the student organization shall be referred to as the "host organization." The member of the organization making the reservation shall be referred to as the "primary contact". There are pre-selected dates throughout the year that are available for these types of events. Those dates are:

|                          |                               |
|--------------------------|-------------------------------|
| September 4, 2010        | The Student Union             |
| September 17 OR 18, 2010 | Recreation and Fitness Center |
| October 9, 2010          | The Student Union             |
| October 16, 2010         | Recreation and Fitness Center |
| November 6, 2010         | Recreation and Fitness Center |
| November 12, 2010        | The Student Union             |

Times for the Late Night Social Events are 9pm to 1am OR 10pm to 2am.

## Section II. Location of Social Events

1. Social events may be held in the Student Union Grand Palm room or the Recreation & Fitness Center (dependent on the schedule listed above). Once the room capacity has been reached, access to the social event will be restricted.

## Section III. Responsible Parties

1. The host organization must supply at least two entry monitors for the social event who may include an:
  - a. Advisor (required)
  - b. Other responsible professional staff or faculty member
  - c. A responsible club member (an organization officer)

2. In order for your event to begin on time, these monitors need to arrive at the social event at least 30 minutes (1/2 hour) before the social event. Entry monitors will collect admission fees (if applicable) and collect and redistribute picture IDs (with identifiable information on ID). The host organization's faculty/staff advisor(s) must be present throughout the **entire** social event. The Student Union or the Recreation & Fitness Center (dependent on location) will provide one professional staff person to work during the event as a resource for the host organization and/or security.

## Section IV. Security

1. Social events in the Student Union or the Recreation & Fitness Center require FAU police and possibly CSC security when non-FAU students are allowed to participate and/or there is an entrance fee, donation or any monetary transactions at the social event. A social event with only FAU students must have FAU Police security when the social event is anticipated to exceed 100 students. Host organizations are required to pay for this security. When a social event is attended only by FAU students, the social event will require at least two FAU staff/advisors to be present at all times (it may be the same persons as entry monitor and FAU staff person on duty.)

## Section V. Admittance to FAU Late Night Social Events

1. The Student Union and the Recreation & Fitness Center social events are not open to the general public. All participants must be current FAU students or registered guests of an FAU student in attendance or the host organization. FAU students must present a valid FAU Owl Card to be considered an FAU student and admitted to the event. The Owl Card will be collected and redistributed at the end of the evening.

## Section VI. Admittance of Non-FAU student guests

1. Any non-FAU student who desires admittance to a social event must present picture I.D. with identifiable information and register as guests of an FAU student attending the event. The ID of the non-FAU student is collected by the advisor/entry monitor of the host organization and redistributed at the end of the evening or when the guest is leaving the building (see "Process for Checking/Collecting IDs").

## Section VII. Ending Time of Event

1. The host organization must end the social event 30 minutes prior to facility closing time. To facilitate a smooth closing the lights will be turned on and music turned off no later than 30 minutes prior to facility closing time.

Capacity for Social Events

Grand Palm room – 300 students

Live Oak Pavilion – 300 students

Recreation and Fitness Center – 700 students

## Section VIII. Costs Associated and Stipends Available

1. There will be no facility charge for usage of The Student Union OR the Recreation Fitness Center. However, the host organization will be responsible for any labor associated with the management of the social event (for example: lifeguards at Recreation and Fitness Center).
2. A walk through of the facility shall be conducted by the FAU staff on duty with the primary contact member, host organization advisor and the FAU police security thirty minutes prior to the social event. A subsequent walk through will be conducted afterwards with the host organization and its advisor. If any damage is determined to be found, the host organization will be held financially responsible.
3. The host organization is responsible for the cost of the social event itself. If the organization is hosting a dance, the organization is then responsible for the payment of the DJ, any decorations needed, food, etc.
4. The host organization is eligible for a \$500 stipend. The \$500 stipend can be used to pay for security or a portion of the event, however the host organization chooses to use the stipend for the event. The host organization must complete the Late Night Social Event Reservation form. The host organization must fully explain the event and how the stipend will be used. A member of the Event Planning staff will contact the host organization within 3 business days to discuss the event.
5. If the host organization is paying for the event with funds from COSO (via Student Government), the host organization is not permitted to charge FAU students.

## APPENDIX A: Process for Checking Identification

### During a Late Night Social Event at The Student Union or Recreation & Fitness Center

1. Come to the Student Union Event Planning Office (Student Union, room 203) to check out the ID supplies (ID collection box, guest sign-in sheet, markers, etc). Supplies must be checked out no later than 5 PM the day before the social event by the advisor. If the advisor is not able to physically check out supplies, he/she may send an email (unionevents@fau.edu) to the FAU Event Planning Office at least 24 hours in advance to have a representative from the host organization pick up supplies. The FAU staff person on duty will bring the wristbands to the event.
2. Arrive to the social event at least ½ hour before the event begins. Place the appropriate signs (in the supply box) on the check-in table and set up the table to expedite check-in of guests and students.
3. As students and guests arrive, collect IDs for students and guests and file them by last name under the appropriate alphabet. IDs will be re-distributed as guests leave or at the end of the social event.
4. Clip student and guest IDs together and file under student's last name. When student leaves, the guest must also leave with the student.
5. Have guests complete the information on the sign-in sheet before entry is granted.
6. The FAU student that is hosting the guest, must initial on the sign-in sheet.
7. FAU students will receive one color wrist band (pre-determined by FAU staff). Non-FAU students will receive another (different) color wrist band (pre-determined by FAU staff).
8. Students and guests go through appropriate security checkpoints and/or metal detectors.
9. As guests and students begin to leave, please redistribute their IDs, making sure to match the ID with the correct student.
10. Please turn in the ID supplies to the Student Union Event Planning Office no later than 5 PM the Monday following the event.