

KEAN UNIVERSITY
Party Lottery Procedures

Kean University uses a lottery system for organizations to schedule dates and locations for parties and other large social events. These events can take place in Downs Hall, the Little Theatre, and Wilkins Theatre. The availability of dates for events is based on the availability of scheduling locations.

All student groups are notified by mail of when the Party Lottery is to take place. Groups interested in having these events need to have an Executive Board member, preferably the President, present on the day of the lottery. Each represented organization's name is then placed in a container and drawn by the Scheduling Coordinator. The organization that is selected first is given preference as to which date and location they would like for their event, and so on.

Student groups will be permitted to schedule **one** date per semester. **Organizations will not be permitted to schedule an event if they have any existing debt within the University.**

EVENT DATES & TIMES

Parties and Special Events are held Thursday, Friday and Saturday nights with 9:00 PM to 1:00 AM being the established hours for the event. Only one (1) party/special event will be scheduled at the University during the same time frame.

FEES:

1. Security Fee: \$17.50 per hour per officer assigned. The average staffing for an event is ten (10) officers.
 2. Box Office Fee: \$35.00.
 3. Maintenance Fee: \$18 per hour per person assigned.
- All fees are due one (1) week prior to the event by check payable to Kean University, unless other arrangements are made. Failure to pay the fee within thirty (30) days will result in the cancellation of subsequent events and scheduling privileges by that/those organization(s) until such time the fee has been paid.

Please note that if a student group must cancel an event, a cancellation form must be completed and submitted at least two (2) business days prior to the event. If the form is not submitted on time, the group will be responsible for all costs and fees.

DAMAGES:

The sponsoring organization will be billed for any damages resulting from the event. The assessment will be determined by the cost of repairs.

*Neither the University, nor the Office of Student Life & Leadership Development shall be responsible for the reimbursement of fees to an organization(s), band(s), entertainer(s), DJ(s) or promoter(s) if an event is canceled for violations of this policy, any University

procedure, or work requests associated with the event.

REQUIRED MEETINGS:

An Organization sponsoring a party is required to attend two (2) organizational meetings with the Coordinator of Special Events prior to the event to be informed of their responsibilities. The first meeting being two (2) to four (4) weeks before the event based on the event having an internal or external band(s), entertainer(s), and/or DJ(s). The second meeting is to take place one (one) week prior to the event. Additional meetings with staff in the Office of Student Life and Leadership Development, Campus Police, the organization and advisor(s) will be scheduled as needed.

ATTENDANCE IS MANDATORY PRIOR TO THE SCHEDULED EVENT. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE LOSS OF THAT EVENT, AND SUBSEQUENT EVENTS FOR THE REMAINDER OF THE ACADEMIC YEAR.

SECURITY:

Campus Police and Special Events Staff shall be required for all parties. The Campus Police Officers on duty shall have the sole discretion of determining the status of security related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, Campus Police shall have the right and authority to terminate the event.

Please note that the University reserves the right to investigate band(s), entertainer(s), and/or DJ(s) prior to their appearance on campus. When there are possibilities of disturbances, and concerns for the safety and welfare of students and guests, band(s), entertainer(s), and/or DJ(s) will not be permitted to appear on campus.

ADVERTISING:

No program may be advertised until the reservation has been confirmed.