

Organization: \_\_\_\_\_  
Event Date: \_\_\_\_\_

## **Kean University Party and Special Events Policy and Procedures**

In order to provide adequate notice to the University Administration and the Department of Public Safety and Campus Police, the following documents must be submitted to the Events Board, which meets every Tuesday, by way of the University Center Scheduling Coordinator or the Executive/Assistant Director of Student Organization for funded groups (failure to do so will result in the cancellation of the event):

1. A completed Room Reservation & Public Safety Application with the advisor's signature.
2. A Box Office Requisition Form. Tickets may go on sale as soon as the event has been approved and confirmed by the Events Board. All tickets must be sold from the Kean University Box Office. The Wilkins Theatre Box Office will remain open until 11:15 PM on the night of the event, unless it has previously sold out. ***Tickets cannot be sold at the door. Only students with a valid Kean University ID are allowed to purchase up to two (2) tickets.***
3. A signed Kean University Security Agreement for band(s), entertainer(s), speaker(s) and/or DJ(s) hired by the student group(s). A biography, press release, and/or list of past performances must be attached. **Only designated full-time employees of the University may sign the Kean Security Agreement.**  
**The deadline for submission of the Security Agreement is:**
  - Two (2) weeks prior to the scheduled event for an Internal band(s), entertainer(s), speaker(s), and/or DJ(s)
  - Four (4) weeks to the scheduled event for External band(s), entertainer(s), speaker(s), and/or DJ(s)
4. A signed Media Request Form from Academic Technology and a Food Waiver Form from Gourmet Dining, if applicable; and an Audio/Video Release Form may be required.

**Please note that all events will be considered pending until all information is received on time.**

### **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: \$21 per hour per person assigned.

**All fees are subject to change. Groups will be notified of any changes in a timely manner.**

All fees are due Fourteen (14) days prior to the event. Checks should be made payable to Kean University, unless other arrangements have been made. If other arrangements are made and there is a failure to pay the fee within the agreed upon time, it will result in the cancellation of subsequent events and scheduling privileges by the sponsoring 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. If the student group does not pay incurred fees and costs, the group will lose scheduling privileges.**

### **DAMAGES:**

**The sponsoring organization will be billed for any damages resulting from an event within Thirty (30) days.** Failure to pay the fee within the agreed upon time will result in the cancellation of subsequent events and scheduling privileges by the sponsoring organization/s until such time the fee has been paid. **The assessment will be determined by the cost of repairs.**

Be aware that the University shall not be responsible for the reimbursement of fees to an organization(s), band(s), entertainer(s), speaker(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 organizational meetings with the Coordinator of Student Programs prior to the event to be informed of their responsibilities.

- The first meeting will be scheduled two (2) to four (4) weeks prior the event.
- The second meeting is to take place one week prior to the event with the advisor present.

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 cancellation of that event.**

**ORGANIZATION RESPONSIBILITIES:**

Sponsoring organizations must complete the following:

1. Submit paperwork and fees on time.
2. Have the group's advisor present for the first two hours of the event. **If the advisor is not present or other arrangements have not been approved, the event will be cancelled.**
3. Ensure that the members of the sponsoring organization are clearly identifiable to the Coordinator of Student Programs, Police Officers, and Student Events Staff.
  - a. Upon arrival, members of the organization must check in with the Coordinator of Student Programs.
4. Publicity for the event is limited to the Kean University campus and must state that metal detectors will be in use. The Events Board reserves the right to cancel events that are advertised off campus or do not adhere to the posting policy.

**ORGANIZATION ADVISOR'S RESPONSIBILITIES:**

1. To be in attendance at the beginning of the event and to remain for a period of no less than two hours. The advisor is responsible for securing an alternate representative who is approved by the Coordinator of Student Programs, should they be unable to attend. Without said advisor or representative, the event will be cancelled.
2. The Advisor must contact the Coordinator of Student Programs upon arrival to the event and before departure (after 2 hours).

**SAFETY AND SECURITY:**

Campus Police and Student 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. Examples include, but are not limited to the following:

1. Anyone found in possession of illegal weapons will be arrested.
2. Anyone found in possession of mace or small knives will not be allowed to enter and/or will be asked to leave those items at the door.
3. Anyone caught fighting (student and/or guest) will immediately be directed to leave the premises, and will be referred to the Office of Student Conduct and/or the Department of Campus Police and Safety.
  - a. In some circumstances, the party/event may be terminated.
4. Anyone caught vandalizing University property will be arrested.
5. Anyone suspected of being under the influence of alcohol, narcotics, or carrying materials that can be used in a harmful manner will not be admitted.
6. Anyone wearing headgear or gang related paraphernalia will be asked to remove it. Subsequent violators will be asked to leave.

**The Chief of Police, or designee, as well as the Director of Student Life and Leadership Development, or designee (in consultation with campus police) may conclude an event or limit entry for safety and/or security reasons.**

**ADMISSION, TICKETING, AND GUESTS:**

To purchase tickets to events, a valid Kean University identification card is required, unless other arrangements have been made with the Director of the Office of Student Life and Leadership Development. Complimentary tickets such as Sponsoring Organization(s), DJ, Administration Staff and Special Guest(s) will be subtracted from the total capacity of the facility in which the event is taking place. The following guidelines must be adhered to:

1. Tickets cannot be sold at the door.
2. Students with a valid Kean University ID are allowed to purchase up to two tickets from the Kean University Box Office. (located in University Center and Wilkins Theater)
3. Guests must have a valid photo ID for admission
4. All attendees must be at least 18 years of age

**ROLE OF CAMPUS POLICE:**

**The following is a list of the duties and responsibilities of the Kean University Campus Police:**

1. Guard and secure all entrances.
2. Ensure that there is no loitering near the vicinity of the event site and surrounding parking lots.
3. Circulate inside the room where the party is held.
4. Make periodic checks of the restrooms in Downs Hall during parties.
5. Ensure that the Vaughn-Eames Booth is staffed by an officer or guard.
6. Schedule a roving police vehicle in the parking lots.
7. The Chief or a Lieutenant will attend parties as needed.

**ROLE OF ATTENDING STUDENTS**

1. Only Kean University students may purchase tickets for parties.
2. Kean students must present their valid Kean University student ID for admission.

3. Guests must have a valid photo ID (such as driver's license) for admission.
4. Students/guests must provide campus police officers with a valid photo ID upon request.
5. Students must arrive with their guests and sign in. As part of the sign-in process, guests must provide valid photo ID upon admission.
6. Students, inside the party, cannot hold onto tickets while waiting for friends to come to the event.
7. No loitering will be permitted in the area surrounding Downs Hall.

### **ROLE OF SPONSORING ORGANIZATION**

1. The sponsoring organization must take ownership of their events. Representatives from the sponsoring organization may be asked to assist with specific duties that will be established during the planning meeting with the Coordinator of Student Programs. Duties may include:
  - a. Monitoring the Will Call table distributing tickets to attendees who come to the party later than their host who is working the event.
  - b. Distributing giveaways purchased by the sponsoring group.
  - c. Walking around inside party to make sure attendees are following party rules.
  - d. Make opening and ending announcements to attendees concerning University expectations.
  - e. If water or any other beverage is going to be distributed at a party, the sponsoring student groups should be responsible for handing out beverages.
  - f. Hosts will have no physical contact with any disruptive attendees; hosts are expected to report incidents to campus police and the Coordinator of Student Programs.
  - g. At 11:30 p.m., when the doors are closed, the host students can then participate as attendees at the party, but one student is responsible for making the ending announcement, informing students that the party will end shortly. All participants must vacate the building and surrounding area immediately after the ending announcement is made.
2. The sponsoring organization should make every effort to distribute complimentary tickets prior to the event. When complimentary tickets must be distributed the night of the event, representatives of the sponsoring group must deliver the complimentary tickets to the Office of Student Life and Leadership Development, UC-219, by 5:00 p.m. the day of the event. The tickets must be

labeled with the student's/guest's names and the students/guests are required to show valid photo ID for admission. Students and guests will not be permitted to wait in the Downs Hall area for tickets.

### **ROLE OF THE EVENT STAFF**

1. The Events Staff consists of professional and student employees from the Office of Student Life and Leadership Development and student employees from the University Center Administration. The professional staff members from the Student Life and Leadership Development Office are responsible for the supervision of the student events staff members. Duties include:
  - a. Working closely with campus police and the professional staff of the Office of Student Life and Leadership Development.
  - b. Posting informational signs throughout Downs Hall.
  - c. Collecting tickets.
  - d. Distributing wristbands.
  - e. Checking wristbands.
  - f. Guarding all entrances.
  - g. Walking around inside the party to assure that attendees are following party rules
  - h. Events Staff will have no physical contact with any disruptive attendees.
  - i. Events staff members are expected to report incidents to campus police and the Coordinator of Student Programs.
  - j. At 12:45 a.m., when the event is over, the Events Staff, under the direction of the Coordinator of Programs is to assist hosts and campus police in directing attendees to the closest exit.

### **ADVERTISING:**

1. No program may be advertised until the reservation form is completed and confirmed by the Events Board.
2. All student advertisements to be posted on the Kean campus must first be submitted to the Office of Student Life and Leadership Development (UC-219) for approval by the Coordinator of Student Programs. (Funded groups must get prior approval by Student Organization of Kean University, Inc. staff.)
3. For student groups, the Office of Student Life will provide a copy of the posting policy.
4. Advertisements may be posted /distributed only in approved locations.
5. Student organizations must receive confirmation from the UC Administration for approval to distribute materials, handbills, flyers, posters or other literature on campus. All literature must be approved by the Office of Student Life and Leadership Development Office. At no time will anyone be allowed to interrupt the academic process while distributing literature of any type.
6. Posting of advertisements on doors, walls, windows, trees, poles, lampposts, cars is prohibited.
7. Posters and flyers may be posted for a period of two weeks for each event.

8. Kean student groups may not place an advertisement on webpage networks with the exception of Facebook communication. Students may contact their College/University friend network to invite them to the event, however the Party Policy and Procedures must be explained. (i.e. photo ID, guest sign-in, metal detector, etc.)
9. Advertisements must contain the name of the sponsoring organization.
10. Advertisements may not be posted on bulletin boards reserved for specific offices, or departments. Flyers may not be placed on top of other currently posted flyers.

**Advertisements must state:**

1. **Metal detectors will be in use.**
2. **No hats and/or headgear will be permitted.**
3. **Doors close at 11:30 pm sharp.**
4. **Students will not be allowed to loiter outside Downs Hall.**
5. **There will be no re-admittance.**
6. **Kean students must accompany their guest/s into the party.**
7. **Kean students must present their Kean student ID upon entering Downs Hall.**
8. **Guests of Kean University students must show a valid photo identification upon entering Downs Hall.**
9. **Only students standing in line at 11:30pm will be permitted to enter the party. A police officer will stand at the end of the line at 11:30pm to prevent latecomers from entering the line for the party.**

**LOCATION LOGISTICS:**

- Parties and Special Events are held Thursday, Friday and Saturday nights with 9:00 P.M to 1:00 A.M. being the established hours for the event. Only one party/special event will be scheduled at the University during the same time frame.
- The following is a list of party and special event locations with maximum capacities:
  1. **Downs Hall (Parties/Special Events)-**
    - 350 people for a party with a DJ
    - 322 people for a Band
    - 272 people for Dinner Events

**The set-up required will determine adjustments in capacity for special events.**
  2. The Office of Student Life and Leadership Development will post signs notifying individuals of the security measures and procedures in use.
  3. Walk-through and/or hand held metal detectors will be used.
  4. Admittance to the event will end at 11:30 p.m. **Only students standing in line at 11:30 p.m. will be permitted to enter the party. A police officer will stand at the end of the line at 11:30 p.m. to prevent latecomers from entering the line for the party.**
  5. Everyone needs a ticket to enter an event.

