Special Events Policies & Procedures Contract

NAME OF ORGANIZATION	DATE OF EVENT
NAME OF EVENT	CONTACT PERSON/NUMBER

The goal of the Student Party and Special Events Policies and Procedures is to ensure that every event hosted in Downs Hall reflects positively on the Kean University community and meets the highest standards possible.

SPECIAL EVENTS (FUNDRAISERS, CULTURAL, DINNERS)	***PARTIES***
250 people with band/DJ, banquet style	405 people with DJ
Monday, Tuesday or Wednesday	Thursday, Friday, Saturday
Doors open at 6:30pm Event time 7pm-11pm Doors close 30 mins prior to end of event	Doors open at 9:00pm Event Time 9pm-1am Doors close at 11:30pm
Food permitted with proper paperwork	Food and drink are NOT permitted

ITEMS TO BE SUBMITTED

In order to provide adequate notice to the University administration and the Department of Public Safety and Campus Police, the following documents must be approved to the Events Board by way of each organizations/departments respective representative and must be submitted and approved via Cougar Link:

- Student Government and Funded Groups –Office of Student Organization of Kean University
- Greek Organizations –Center for Leadership and Service
- Non-Funded Groups – Center for Leadership and Service

6 WEEKS PRIOR TO EVENT:

1. **Approval via Cougar Link** review and approval from appropriate department and Events Board

4 WEEKS PRIOR TO EVENT:

2. **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 Offices (Wilkins Theater and by special request, Miron Student Center). The Wilkins Theatre Box Office will remain 90 minutes after the event begins, 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. **Kean University Security Agreement** for band(s), entertainer(s), speaker(s) and/or DJ(s) hired by the student group(s).
4. **Food Waiver Form** from Gourmet Dining, if applicable
   Audio/Video Release Form if event requires audio or videotaping.

Failure to complete all steps within the indicated time frame will result in the cancellation of the event. All events will be considered pending until all information is received on time and approved by appropriate departments and Events Board via Cougar Link.

REQUIRED MEETINGS

The designated representative from the Organization is required to have two (2) meetings with the Director of the Miron Student Center Operations & Event Management, Coordinator of Special Events, or designee prior to the event to review the expectations, roles and responsibilities of the organization. **This organization representative will be the point person for the event and the only contact that the Coordinator of Special Events will have for the process and event itself.**

- The first meeting will be held five (5) weeks prior the event.
- The second meeting is to take place one week prior to the event
- Additional meetings with staff in the University Center Operations and Event Management, 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.

FEES & DAMAGES

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.

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

1. Security Fee: $17.50 per hour per officer assigned. The average staffing for an event is twelve (12) officers.
2. Box Office Fee: $5 ticket minimum or standard Box Office Fee
3. Maintenance Fee: $21 per hour per person assigned.

Please note that if a student group must cancel an event, a Cancellation Form must be completed and submitted, at least two (2) weeks prior to the event, the department that supervises the organization. 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.

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 cancelled for violations of this policy, any University procedure, or work requests associated with the event.

ADMISSIONS, TICKETS & PERFORMERS

1. Tickets cannot be sold at the door.
2. The Organization can request comp tickets (up to 50); however, they are taken out of the total amount that must be sold to ensure the event to take place.
3. The box office will remain open for 30 minutes after doors open for event IF there are tickets available.
4. The organization must SELL 50% of their tickets 2 business days prior to the event. If 50% is not sold by the deadline, the event will be cancelled.
5. Students with a valid Kean University ID are allowed to purchase up to two tickets from the Kean University Box Office. (located in Wilkins Theater)
6. Guests must have a valid State photo ID for admission
7. All attendees of parties must be at least 18 years of age.
8. The sponsoring organization should make every effort to distribute complimentary tickets prior to the event.
9. Distribution of tickets at Downs Hall will not be allowed.
10. The Special Events Staff are NOT responsible for holding or distributing tickets.
11. The sponsoring organization must submit a list of performers to the Director of Miron Student Center Operations & Event Management, or designee, one week prior to the event. The list may not be changed after 12 p.m. on the day of the event.
12. All performers will be required to follow same entrance procedures as attendees.
13. DJs may only have two people with them at the event. Any additional are required to have tickets. DJ guests must stay with DJ at all times.
14. All performers must abide by the policies and procedures of the event (i.e. no hats, hoodies, no food or drinks during parties, must provide valid state ID, etc).

KEAN UNIVERSITY

ADVERTISING

1. No program may be advertised until the event has been approved by Events Board via Cougar Link.
2. All student advertisements to be posted on the Kean campus must first be submitted to the Center for Leadership and Service (UC-219) for approval. (Funded groups must get approval by the Office of Student Organization of Kean University prior to submitting for approval)
3. Please follow all University posting policies.
4. Advertisements must contain the name of the sponsoring organization and the Kean University Seal.
   Advertisements must state the following legibly:

   For Parties:

   - **Metal detectors will be in use.**
   - **No hats and/or headgear permitted.**
   - **Doors close at 11:30 p.m. and all attendees must be on line by 11:30 p.m. to be granted admittance.**
   - **Students will not be allowed to loiter outside Downs Hall.**
   - **There will be no re-admittance.**
   - **Kean students must accompany their guest at the party.**
   - **Kean students must present their Kean student ID upon entering Downs Hall.**
   - **Guests of Kean University students must show valid State photo identification upon entering Downs Hall.**
   - **All guests and Kean students must have ticket to enter party.**

   For special events:

   - **Doors close 30 minutes prior to the end of the event.**
   - **Students will not be able to loiter outside Downs Hall.**
   - **Kean students must accompany their guest(s) at the event.**
   - **Kean students must present their Kean student ID upon entering Downs Hall.**
   - **Guests of Kean University students must show valid State photo identification upon entering Downs Hall.**
   - **All guests and Kean students must have ticket to enter event.**

POLICIES FOR PARTIES & SPECIAL EVENTS

Both Parties & Special Events

1. All individuals must wear a wristband for the entire event, including organization.
2. All individuals must have ticket and ID to enter event, including organization.
3. Students must arrive with their guests and sign in.
4. Students cannot hold onto tickets while waiting for friends to come to the event.
5. Kean students MUST have Kean ID; guests MUST have state photo ID (no school IDs will be permitted).
6. Guests must be 18 years old to attend unless approved by Events Board.
7. Any student or guest who is found participating in unsafe practices (i.e. slam dancing, laying on the floors, dancing up on the portable walls, sitting on trash/recycling cans) is expected to cooperate with the request of the Special Events Staff and/or Campus Police to discontinue the behavior.
8. Clothing is to remain on at all times.
9. Smoking is prohibited in all campus building.

For Parties:

1. Kean students and guests will be searched for alcohol, weapons and other others items deemed inappropriate. Entrance will be prohibited to individuals who appear to be intoxicated or under the influence of drugs or alcohol.
2. All students and guests are expected to comply with any and all requests and directions given by Special Events Staff and Campus Police.
3. Parties begin at 9:00pm and end at 1:00am. Doors will open at 9:00pm **after confirmation of organization's volunteers' and advisor's attendance and arrival.**
4. After doors close at 11:30pm, no one will be allowed to enter the event. Only students standing in line at 11:30pm will be permitted to enter the party. An officer will stand at the end of the line at 11:30pm to prevent latecomers from entering the line for the party.
5. No packages, bags, bottles, backpacks, including water and/or any other items deemed inappropriate by Kean University Campus Police and Special Events Staff will be allowed into the event. No beverage containers will be permitted in the building.
6. In addition, recording devices, canes or sticks (or other hand carried implements) will not be allowed in the event. If discovered, student and/or guest must surrender items in question.
7. No hats, head gear or the wearing of hoodies will be permitted during parties.
8. All students and guests will not be allowed readmission into parties once they have entered. No loitering will be permitted the area surrounding Downs Hall.

For Special events only:

1. All students and guests are expected to comply with any and all requests and directions given by Special Events Staff and Campus Police.
2. Doors will open at 7:00pm **after confirmation of organization's volunteers' and advisor's attendance and arrival.**
3. After doors close at 10:30pm, no one will be allowed to enter the event.
4. The organization must clean up after event and vacate the space no later than 11:00pm.

SAFETY & SECURITY

The Kean University Department of Public Safety and Police shall have final authority on all matters of safety and security. All parties shall utilize metal detectors, card access and guest monitoring equipment unless otherwise approved by the Events Board. All dinners and cultural events will be reviewed on a case by case basis by the Events Board and may be required to utilize metal detectors, card access and guest monitoring equipment.

- The Special Events Staff will post signs notifying individuals of the security measures and procedures in use.
- Walk-through and/or hand held metal detectors will be used.
- Fifteen minutes before party ends, the Special Events Staff will turn on the lights and the sponsoring organization representative should make an announcement thanking everyone for attending and asking guests to leave the venue.
- Strobe lights cannot be used. **Note: strobe lights may cause seizures in people with epilepsy.**

Campus Police and Special Events Staff shall be required for all parties and for cultural events/dinners that require tickets. 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 Community Standards and Student Conduct and/or the Department of Public Safety and Police.
    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 instructed to leave.
7. The following items will not be permitted in Downs Hall:
    a. Drugs/narcotics and/or drug/narcotic paraphernalia
    b. Alcoholic beverages or alcohol containers empty or full
    c. Firearms, weapons, paintball guns, fireworks, explosives, chemicals, firecrackers, lighters, box cutters, and pocket knives.
    d. Glass bottles or containers (ex: sparkling cider bottles)
    e. Food or Drink
        i. Food and drinks inside Downs Hall will only be allowed for dinners. Food and drinks will not be allowed inside Downs Hall for parties.

A Campus Police officer in charge, or designee, as well as the Coordinator for Special Events, or designee (in consultation with campus police) may conclude an event or limit entry for safety and/or security reasons.

ROLES & RESPONSIBILITIES

ORGANIZATION RESPONSIBILITIES

Sponsoring organizations must complete the following:

1. Submit paperwork and fees on time.
2. Ensure that the members of the sponsoring organization are clearly identifiable to the Special Events Coordinator, Police Officers, and Special Events Staff.
3. Upon arrival, members of the organization must check in with the Special Events Coordinator, or designee. 5 Executive board members must check in the Events Staff Coordinator 30 minutes prior to the opening of doors. ****Doors will NOT open until members and advisor are present.**
4. All organization's volunteers must be current Kean University students.
5. Distributing giveaways purchased by the sponsoring group.
6. Hosts will have no physical contact with any disruptive attendees; hosts are expected to report incidents to Campus Police and the Special Events Coordinator.
7. During parties: at 11:30 p.m., when the doors are closed, the host students can then participate as attendees at the party.
8. All participants must vacate the building and surrounding area immediately after the ending announcement is made.

ORGANIZATION ADVISOR'S RESPONSIBILITIES

1. To be in attendance for the entire event. The advisor is responsible for securing an alternate representative who is approved by the Director of Miron Student Center Operations & Event Management or designee, should they be unable to attend. Without said advisor or representative, the event will be cancelled.
2. The Advisor must contact the Special Events Coordinator upon arrival to the event and before departure.

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. A Lieutenant will attend parties as needed

ROLE OF THE EVENT STAFF

The Events Staff consists of student staff from the Miron Student Center Operations and Event Management Department. The professional staff members from the Miron Student Center Operations and Event Management department are responsible for the supervision the event/staff.

- Working closely with Campus Police.
- Checking for valid IDs, signing guests in, and collecting tickets.
- Distributing and checking wristbands
- Supervising event to ensure that attendees are following party policies and guidelines
- Special Events Staff will have no physical contact with any disruptive attendees.
- Events staff members must report incidents to Campus Police/ Special Events Coordinator.
- At 12:45 a.m., when a party is over, the Special Events Staff, under the direction of the Special Events Coordinator, or designee, assist the host organization and Campus Police in directing attendees to the closest exit.

By signing this contract, the representative of the sponsoring organization acknowledges that the Director of University Center Operations & Event Management, or designee, has met with the group and has reviewed the provisions of the policy. The sponsoring organization agrees to abide by the regulations detailed in the policy, understanding that group(s)/individual(s) found in violation of the Student Code of Conduct and this policy may have their programming privileges suspended.

First Meeting:

_____ _____

Representative name (print) *Signature/Date*

_____ _____

Director, Miron Student Center or designee *Date*

Second Meeting:

_____ _____

Representative Signature *Date*

_____ _____

Director, Miron Student Center or designee *Date*