



## Evening Social Functions

Student organizations at Southeast Missouri State University often host evening events and programs. Some of these events require additional pre-event planning as well as extra staffing. Therefore, these events would be governed by our Evening Social Function Policy.

An event will be defined as an Evening Social Function if it begins or extends past 8:00 p.m. and meets one of the following criteria:

- A. The event is open to individuals who are not members of the sponsoring organization.
- B. The anticipated attendance is approximately 100 or more. .

If the event meets the above criteria it would be further evaluated by the Director of Campus Life or Director of Recreation Services, depending on the facility to be utilized.

In order to host one of these events the following guidelines and policies apply.

### Pre Event Expectations

- The sponsoring organization must complete a Pre-Event Checklist three weeks prior to the date of the event. This includes making a facility reservation. The form can be obtained from the University Scheduling Office in 413 University Center or the North Student Recreation Center-North (Room 101).
- The event sponsor must complete and turn into the sponsoring facility an ***Evening Social Function Agreement*** form that outlines the policies and expectations of the function two weeks prior to the event. When this agreement is submitted a meeting will be scheduled with a representative from the hosting facility to work through the details of the event.
- A pre-event briefing meeting must occur no later than three days prior to the event. Those present would be a representative from the hosting facility, a representative from the sponsoring student organization, the advisor to the student organization and a representative from the Department of Public Safety.

All three of these items must be accomplished and approved within the specified timeframes in order for the event to take place.

### **General Guidelines for All Evening Social Functions**

- Only one Evening Social Function that extends past midnight per week (Monday - Sunday) will be hosted on campus unless otherwise approved by the Director of Campus Life. Requests for exceptions should be submitted in writing at least two weeks prior to the event. Exceptions will be made only if space and staffing are available.
- A Review Committee comprised of the Director of Recreation Services, the Dean of Students and the Director of Campus Life will convene once a semester to review policies and procedure. The committee will make recommendations if changes or revisions to the policy become necessary.
- The University Center, the Student Recreation Center-North and the Student Recreation Center-South are normally the three facilities utilized for Evening Social Functions. With prior approval from the Director of Campus Life Academic Auditorium could also be used.
- A fee of \$35 per Building Manager will be charged for Evening Social Functions. Typically all events in the University Center will require one Building Manager. Two managers are required for the Student Recreation Centers. This fee must be paid at the time the reservation is made. Additional fees may apply to events which require extra staffing or equipment.
- An advisor must be present and involved for the entire event. The advisor must be employed by the University as faculty, staff or a graduate assistant.
- The sponsoring organization will provide eight (8) student volunteers who will serve as security for the event. These students will wear vests provided by the Building Manager of the facility to identify them to others.
- One University Police officer will be in attendance at the event. The fee for a DPS officer is \$18 per hour. The University reserves the right to require additional security when deemed necessary and appropriate, at the cost of \$22 per hour. The first officer is free to groups who do not charge an admission fee or accept donations at the door. This fee for one or two officers must be paid in advance to the hosting facility.

- The student organization has primary responsibility for managing the event. The University Police, the advisor, student security staff, and Building Manager/ University staff members must work collectively and cooperatively to host a successful event.
- Individuals at the event appearing to be under the influence of alcohol or drugs will be refused entry or asked to leave during the function.
- All functions end at 1:30 a.m. and all participants must be vacated from the building by 1:45 a.m. Any exceptions to this must have received prior approval. Full lighting will be restored at 1:15 am to facilitate this process. Those working the event will disperse the crowd from inside and outside the event space.
- The student organization, in consultation with the advisor, the Building Manager, University facility personnel and the University Police will have the authority to close down an event early. Possible reasons would be if the function endangered the health and safety of the participants or the facility being utilized.

***If appropriate procedures are not followed, the facility staff will shut down the event and cancel additional reservations for the sponsoring organization.***

### **Event Procedures**

- The eight students working the event, the student organization advisor, the staff from the hosting facility and Public Safety shall attend a “briefing” facilitated by the facility manager 30 minutes prior to the start of the event. The purpose will be to review facility policies and discuss any special circumstances of the function.
- Entry to the building/room will be controlled by the sponsoring organization/Building Manager in the following manner:
  1. All Southeast students will be required to present a current Redhawks ID card in order to be granted entrance to the function. The Redhawks ID card will be scanned upon entry by University personnel and the student organization advisor working the event.
  2. Non-Southeast students must register at the door as a guest of a particular Southeast student by showing a valid driver’s license or state identification

card. In addition to showing identification, the guest needs to complete an information card to be clipped to the Southeast student's Redhawks ID.

3. A Southeast student will need to sign in his/her guest. It is a one student to one guest policy (1:1). The Southeast student needs to leave his/her Redhawks ID card at the check-in desk for the duration of the function. The Southeast student is responsible for the conduct of the guest.
4. Re-entry, after exiting the facility, will not be permitted. Students and guests will be stamped upon entry to assist in enforcing this policy. Exterior doors will be monitored by those individuals who are working the event.
5. No beverage containers of any form shall be allowed to be brought into the event.
6. Coats, jackets, purses and bags are not permitted inside the event. Students and guests are encouraged not to bring these items. If these items are brought to the event, they need to stay in the designated area near the front door. Students leave items at their own risk and they are not the responsibility of the hosting facility.
7. Entry to the event will conclude at midnight. Those attempting to arrive after midnight will not be allowed to enter the function.
8. Student security is expected to be visible and circulate throughout the event. Student security works at the discretion of the Building Manager or staff. When the event is over, they should facilitate the evacuation of the building.
9. All guests must be at least 18 years of age.
10. Students working security must also be 18 years of age.

If food is to be provided at the event, all arrangements must be made through the Campus Dining Service, Chartwells. They can be contacted at 651-2569.

Revised  
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