

# Indiana University South Bend Campus Social Event Policy

Late night dances and social events occurring on the campus of IU South Bend are an important part of campus life because they offer students and other members of the campus community an opportunity to socialize and be together. These events will typically take place after normal operating hours and require specific permission from the campus Events Committee. In addition, specific procedures outlined in this policy must be followed.

In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan a safe and successful event. Sponsoring organizations, their members, and their guests, are responsible for following campus policies and procedures. Campus administration is responsible for assisting student organizations to plan events that are safe and contribute to a vibrant campus life.

## I. POLICY LIMITATIONS

This policy does not supersede other IU policies. Additional facility-specific policies and procedures may apply.

**Failure to follow policies or procedures may result in cancellation of the event.**

## II. ATTENDANCE

Dances and social events are primarily designed for socialization among college students and members of the IU community (students, faculty, staff, and alumni). Any guest that is not an IU student must be 18 years or older and sign in with an IU student as their host. All guests must have the permission of the host organization for admittance. This form will be turned into security at the conclusion of event.

**Guests are the responsibility of the host student and sponsoring student organization.** The host organization retains the right to deny entry. A list of names of all attendees must be submitted to the venue staff at the end of the event. Liability for the hosting organization **is limited to the rented venue. IUPD and building management assumes all other responsibility including: parking, outdoor, and egress areas and non-rented spaces in proximity to the rented facility.**

## III. PLANNING

The sponsoring student organization must designate at least one individual as the **Event Coordinator**. The Event Coordinator will act as the official communication channel for venue staff, and who will attend all meetings and the event.

To assure proper staffing, planning, and communication, these dates must be followed for event venues. If unusual circumstances exist, venue providers and IUPD will make every effort to accommodate student organization. Requests made less than 14 days prior to an event will not be considered.

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### IV. TIMELINE

- 30 days in advance **Event location** must be requested at least one month in advance. Contact the Events Coordinator to confirm date and receive a copy of the Events Planning Manual and Campus Police Checklist.  
  
Campus Police Checklist must be completed and reviewed with the Director of Student Life.  
  
*NOTE: Event is confirmed only when all paperwork is approved.*
- 14 days in advance **Campus Police Checklist** due to Security Office.
- 3 days in advance **Pre-Event Meeting** held between Campus Events Coordinator, the sponsoring organization's Event Coordinator(s), Director of Student Life, and IUPD liaison.
- 30 minutes before event **Event Kickoff Meeting** held between sponsoring organization Event Coordinator(s), IUPD officers, and other security personnel (if applicable).
- Within 7 days following event **Sponsoring organization will submit an evaluation report to the Student Life office.**

### V. REQUIREMENTS

- Monitors:** The sponsoring organization (student club) must have four monitors at the dance. These monitors must be clearly identified and understand their role in helping to keep the event a success.
- Time Restrictions:** All dances must end by 1:00 a.m. with no admittance after midnight. Venues **must** be cleared by 1:00a.m.
- Alcohol:** No alcohol is allowed at student events. This includes the parking lots. (See Events Manual for alcohol policy).
- Room Capacity:** It is the responsibility of the sponsoring organization to know the room capacity and to count people as they enter to ensure that life safety code capacity is not exceeded. If the room capacity is reached event sponsors must cease admitting guests.
- Coat Check:** A coat check is required for events. The sponsoring organization is responsible for checking coats and monitoring the coat room. It is up to the sponsoring organization as to whether or not a fee is charged for the coat check.

(Note: See Procedures, and other sections of this Policy document for information on meeting content and event logistics)

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### VI. SAFETY

Assuring safe events are a shared responsibility between the sponsoring organization, facility management and IUPD. This commitment to shared governance includes decisions regarding conflict management. However, immediate or final decisions, particularly in cases of crises may be made by IUPD and/or facility staff. All IU and facility-specific policies must be followed (i.e. keeping fire lanes clear of vehicles; no alcohol allowed in facilities).

- **IU Police Department:** IUPD is required to approve all security for dances. A minimum of **two (2)** IUPD officers are required for events with an expected attendance of up to 300 persons. An additional one (1) IUPD officer, or IUPD-approved alternative security personnel, is required for each 100 persons beyond 300. The role of IUPD officers is one of law enforcement and emergency first-response only and will not include door supervision or admittance decisions.
- **Sponsoring Organization:** A minimum of four (4) volunteers determined by the sponsoring organization and identified in a predetermined manner must attend the Event Kickoff Meeting. Volunteers are responsible for working with, and responding to, facility staff and IUPD to manage the entire event, and for taking responsibility on behalf of the sponsoring organization for event admittance decisions. The sponsoring organization is responsible for clearing the facility and surrounding area of attendees within 15 minutes of the event end time, but no later than 1:00a.m., and may ask for IUPD and/or alternative security personnel support as necessary. *If shift changes are needed, new volunteers must introduce themselves to the facility staff and IUPD/Security officers.* The Event Coordinator must train additional volunteer staff on their responsibilities as discussed in the event kickoff meeting.
- **Facility Staff:** Facility staff will coordinate the Event Kickoff Meeting and be available as a resource to IUPD and sponsoring organizations for shared decision-making and successful event management.

Inanimate objects (i.e. canes, umbrellas), and bags will not be allowed inside the event and are the responsibility of the sponsoring organization. To quickly end disturbances, lights may be immediately turned on and music stopped to assist those managing the event. Depending on the severity of the disturbance, and the potential for other disturbances, the event may be ended. IUPD has final authority on the ending of a dance. Depending on the severity of the disturbance, future events by the sponsoring organization may be canceled after consultation with at minimum the Events Committee and Associate Vice Chancellor for Student Services.