Northern Illinois University On-Campus Social Events Policy

The following is a policy and set of standard operating procedures for on-campus social events sponsored by student organizations.

An on-campus social event is any program or activity taking place on the NIU campus which is planned, sponsored, hosted, co-hosted, or promoted by an organization which is open to non-members of the hosting student organization(s).

Questions about what constitutes a social event can be directed to Student Involvement & Leadership Development at 815-753-1421 or studentinvolvement@niu.edu.

General Information

- Only organizations that are in good standing (i.e., no late fees associated with the organization, no conduct issues associated with the organization, etc.) with Accounts Receivable, Student Involvement & Leadership Development, the Student Association, the NIU Department of Police & Public Safety, and any other related departments will be allowed to host social events under this policy.
- Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
- NIU student organizations cannot act as “host” for an unrecognized student organization or non-NIU group or agency to manage an event. The NIU student organization(s) must manage the event.
- The hosting student organization(s) shall be responsible for informing all of its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.
- On-campus events exist to provide social outlets for NIU students and the NIU community; therefore, formal advertising (i.e., the distribution of flyers, handbills, etc.) should remain within the DeKalb/NIU community.
- When advertising the event, the hosting student organization(s) should remind guests of the “Guest Admission” policy (see “Guest Admission” section for additional details).

Planning Process

- The hosting organization must designate ONE organization member as the event coordinator for the event.
- This event coordinator must fill out the event planning form within the organization’s Huskie Link webpage AT LEAST four weeks prior to the event.
- Student organizations are required to visit the venue they would like to have the event in order to learn about the policies/procedures of that particular venue. They also must visit the venue in order to formally reserve the room where they would like to host the event. This must be done AT LEAST four weeks prior to the event. Students should note that this timeline may be altered depending on the venue in which students wish to have the event.

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• Student organizations are required to meet with the NIU Department of Police & Public Safety to determine any security needs AT LEAST three weeks prior to the event. The student who is coordinating the event must be the one to meet with the NIU Department of Police & Public Safety.
• The organization’s designated event coordinator is the organization member who is required to meet with the police during the event to cover any logistics, questions, concerns, etc.
• The hosting student organization is responsible for discussing any outside performance contract (i.e., performers, D.J.s, etc.) with the Department of Police & Public Safety.
• The hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by Jill Zambito, Director of Student Involvement & Leadership Development.
• All details must be finalized AT LEAST two weeks before the event.
• You must have your President, Advisor, and Treasurer (or Accounts Receivable officer) review and approve the event on Huskie Link before NIU’s Social Events Committee can approve the event. These approvals from your organization must occur AT LEAST two weeks prior to your event.
• No events will be held during finals week or Reading Day.
• Events will not begin until a representative from the hosting organization is present.
• Student organization members must be present at least one hour before doors open.

Event Security

• The NIU Department of Police & Public Safety will assess and determine the security staffing needs for the event based on the meeting with the student organization representative, Huskie Link event planning form submission, and organization’s event planning history.
• The NIU Department of Police & Public Safety will also work with the event venue to determine security needs.
• The NIU Department of Police & Public Safety has the right to ensure the safety during all events, which may or may not be limited to bag/purse checks, metal detectors, etc.
• The NIU Department of Police & Public Safety will ask for the full, legal names of all outside performers (i.e., D.J.s, comedians, singers, dancers, etc.) in order to complete background checks.
• The NIU Department of Police & Public Safety reserves the right to shut down/cancel an event before or during the event due to security risks or safety concerns. Should this occur, the loss of revenue or deposit is the responsibility of the student organization.
• If the Division of Student Affairs & Enrollment Management requires a student organization to cancel an event because of a violation of university policy or a potential violation, the loss of revenue or deposit is the responsibility of the student organization.
• Organizations needing to cancel an event for any reason must cancel at least 48 hours in advance of the event or the organization will be charged staffing fees and related event preparation costs for the event at the discretion of the venue.

Event Management

• All students, including the hosting student organization members and event guests, are required to follow the NIU Student Code of Conduct.
• The hosting student organization members are held to a higher standard of conduct than their guests. The primary responsibility of hosting student organization members is to oversee the event—participating in the event is secondary.
• The hosting student organization is expected to manage the event and be responsible for maintaining acceptable conduct and demeanor of those in attendance within its capacity to do so. Once the event starts, the student group should work in conjunction with the NIU Department of Police & Public Safety and the student organization advisor in controlling incidents of unruly behavior.
• The hosting student organization is responsible for the actions of any contracted entertainment (i.e., D.J., band, or other types of entertainment performers/managers).
• Student Involvement & Leadership Development, or any department involved in the planning of the event (i.e., the NIU Department of Police & Public Safety), has the right to require the organization advisor to be present throughout the duration of the event.
• Hosting organization group members believed to be under the influence of alcohol or drugs are subject to removal from the event and possible event termination. These students are also subject to receiving a referral to the Office of Community Standards & Student Conduct. This organization’s privilege of hosting additional events could also be in jeopardy.
• No alcohol, drugs, or weapons of any kind are permitted. Obvious evidence of alcohol or drug intoxication will result in removal from the event or denied entry into the event. If this occurs, no refunds will be given for ticketed events.
• Fighting, taunting, or other abusive behavior will not be tolerated. The hosting student organization must take preemptive measures to curtail unacceptable behavior and react responsibly to inappropriate behavior of guests.
• Immediately upon witnessing any inappropriate behavior or incident involving guests, the hosting student organization must report this behavior to the NIU Department of Police & Public Safety and/or any faculty/staff working the event.
• If applicable, the hosting student organization must conduct ticket sales through Event Production Services (EPS) or the Convocation Center. The NIU Department of Police & Public Safety will determine if ticketing is necessary for the event and may need to determine the appropriate ticketing location.
• Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event.

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For each event, doors will officially close two hours before the event’s scheduled end time or 1:00 a.m., whatever time comes first.

All events will end no later than 3:00 a.m.

Organizations hosting a dance must shut down music 30 minutes prior to the ending of the event.

Guest Admittance

- All NIU students can bring a maximum of two guests to each event.
- All performers can bring a maximum of 4 guests to the event in which they are performing.
- Students are required to swipe their OneCard to get into events. All guests are required to have a state-issued ID and be at least 18 years old to attend events.
- Students who purchase guest tickets are responsible for the behavior of their guests.

Accountability/Consequences

- It is expected that all NIU students, student organizations, and their guests will abide by the NIU Student Code of Conduct.
- As noted in the Student Code of Conduct, students, faculty, and staff are responsible for reporting violations of the Student Code of Conduct to the Office of Community Standards & Student Conduct.
- Failure to comply with this policy will result in the organization losing their “good standing” status.
- NIU students involved in inappropriate activity will be reported to the Office of Community Standards & Student Conduct (this includes any students arrested at or outside of the event).
- Any guest involved in any incident will be subject to banning from NIU events/campus as deemed appropriate by the Office of Community Standards & Student Conduct.

Policy Exemptions

- This policy does not apply to events hosted by an NIU department.
- This policy does not apply to student organization regularly scheduled business meetings that have attendance limited to organization members.
- Student organizations may request exemption from or adaptation of the guest policy for special events. Exemption requests must be submitted to Student Involvement & Leadership Development and the NIU Department of Police & Public Safety no less than three weeks prior to the event. Student Involvement & Leadership Development and the NIU Department of Police & Public Safety must both approve the exemption request. If either department does not approve, the policy as written is applicable.
  - Note: Dances are not eligible for exemption from the guest policy.