

## Northern Illinois University On-Campus Social Event Policy & Standard Operating Procedures

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

- Only organizations that are in good standing with the Student Association and Northern Illinois University (NIU) will be allowed to host social events under this Policy.
- Regarding this Policy, the role of NIU Department of Public Safety is to assess security needs, approve any/all security for the social event, and determine the required number of Officers needed for the event.
- 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 a “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.
- Sponsoring group(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 held.
- On-campus events exist to provide social outlets for NIU students; therefore, advertising is limited to the resources and areas that serve NIU students. Events should not be advertised outside of the DeKalb community. When advertising, sponsoring group should remind guests of the “guest admittance” policy.
- Bags and/or purses may be subjected to a search.

### Scheduling

- Events must be scheduled and an event planning form must be submitted no less than 15 business days (3 weeks) in advance and/or within the timelines determined by the facility/venue (Holmes Student Center, Recreation Center, Convocation Center, etc.).
- A pre-event planning meeting with Student Involvement & Leadership Development (SILD) staff must be held no less than 10 business days in advance of the event (Pre-event meeting can be scheduled by contacting SILD at (815) 753-1421).
- The President and/or student coordinator for the event, accompanied by the faculty advisor, must attend a pre-event planning meeting. The sponsoring group must provide a minimum of five (5) members who will properly assist in monitoring and managing the event. The names of those (5) members, as well as of other members working the event, must be submitted to Student Involvement & Leadership Development at the pre-event planning meeting.

### Security/Medical Personnel

- The President or Vice President of the sponsoring group is required to submit the “event planning form” and a list of names of all members working the event to the NIU Department of Public Safety no less than 15 business days (3 weeks) prior to the event date (or as required by venue policy).

- From information contained in the “event planning form,” the NIU Department of Public Safety will assess the security staffing needs for the event. Based on the NIU Department of Public Safety’s assessment, they will determine the ratio of Public Safety Officers per attendees. All late night events require a security assessment from NIU Department of Public Safety.
- The Sponsoring group will then work with the Student Involvement & Leadership Development staff to arrange the required number of officers per NIU Department of Public Safety’s assessment.
- Based on the NIU Department of Public Safety’s assessment, they have the right to refuse to allow an event that they determine is a substantial safety risk.
- Based on the NIU Department of Public Safety security assessment, they will determine if the metal detection device or other preventative measures should be used.
- Based on the NIU Department of Public Safety’s assessment, they will determine if medical personnel should be available and the number of such personnel.

#### Event Management

- The sponsoring group members are held to a higher standard of conduct than are their guests. The sponsoring group members are there to work the event not to participate in the event.
- The sponsoring group 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 coordination with the Department of Public Safety and the advisor in controlling instances of unruly behavior.
- The sponsoring group is responsible for the actions of any contracted entertainment (D.J., band, or other types of entertainment performers/managers).
- The sponsoring group is required to provide a minimum of five (5) members to assist in monitoring and managing the event. It is recommended that 3-4 members should monitor and manage the admission area, and 2-3 members should monitor the function area and doors.
- The sponsoring group must have its Faculty Advisor present for the duration of the event. If a substitute advisor is necessary, the substitute must be an NIU faculty or staff member, and the sponsoring organization must seek approval from Student Involvement & Leadership Development for the substitution.
- No alcohol, drugs, or weapons of any kind are permitted. The sponsoring group must deny admission to anyone believed or perceived to be under the influence of alcohol or drugs. Obvious evidence of alcohol or drug intoxication will result in exclusion and/or removal from the event.
- Fighting, taunting, or other abusive behavior will not be tolerated. The sponsoring group 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 sponsoring organization must report this behavior to the NIU Department of Public Safety and/or Faculty/Staff working the event.
- Hosting organization members and faculty/staff working the event are required to submit documentation (an “incident reporting form”) to Judicial Affairs of any/all incident(s) that happened at the event within 48 hours of the conclusion of the event (As noted in the

Student Code of Conduct, students, faculty and staff are responsible for reporting violations of the Student Code of Conduct; see <http://www.stuaff.niu.edu/judicial/ujohome.htm>).

- Anyone involved in any inappropriate behavior as listed on that “incident reporting form” will be removed from the event immediately.
- Sponsoring organization will not allow entry to any student(s) or student organization(s) not in good standing with Northern Illinois University. Banning list(s) may be provided by any or all of the following departments: Student Involvement & Leadership Development, Judicial Affairs, and/or the NIU Department of Public Safety.
- Sponsoring group must conduct ticket sales at an alternative NIU location (Tickets cannot be sold at the entrance to the event). Ticket sales may not exceed venue capacity.
- Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event.

#### Admittance

- Events are provided for the entertainment of currently enrolled NIU students. All NIU students will be required to show and swipe their NIU OneCard for entry into an event.
- An NIU student attending the event may be allowed to bring one (1) guest under the following conditions:
  - Guest must be enrolled at another college or university.
  - Guest must show a government-issued identification (driver’s license, passport, or state/military identification) along with guest’s college or university identification in order to enter the event.
  - Hosts must register their guests.
  - NIU students are responsible and will be held accountable for the actions of their guests.
- Guest verification and registration will be conducted at the main entrance to the event.
- Staff from SILD will outline the guest registration and verification process during the required “pre-event planning meeting” with SILD.
- Under unique/special circumstances (event conducive to family attendance), an NIU student attending the event may be allowed to bring more than 1 (one) guest, if the guest is a family member.

#### Parking

- Based on the size and location of the event, the sponsoring group will work with staff in Student Involvement & Leadership Development and staff at the facility/venue to accommodate the parking needs for the event.
- Planning for additional parking will be addressed during the “pre-event planning meeting.”

#### 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 (see <http://www.stuaff.niu.edu/judicial/ujohome.htm>) to Judicial Affairs.

- Staff of SILD will review the “incident reporting form” and proper procedures in reporting an incident with the sponsoring group during the “pre-event planning meeting” with SILD.
- Failure to comply with this policy will result in the organization’s losing “good standing” status.
- NIU students involved in inappropriate activity will be reported to Judicial Affairs; this includes any students arrested at or outside of the event.
- NIU students will be held accountable for their guests’ actions and will be reported to Judicial Affairs.
- Any guest involved in any incident will be reported to guest’s home institution and will be subject to banning from NIU events/campus as deemed appropriate by Judicial Affairs.
- Consequences for individuals and student organizations referred to Judicial Affairs will vary, based on the incident and individual’s/organization’s historical judicial record. Consequences may include any possible sanction listed in the NIU Student Code of Conduct. Possible sanctions include (but are not limited to) fines, community service, suspension, and banning.

#### Definition of Events

- This policy applies to any on-campus event hosted by a student organization.
- On-campus Events include the following categories:
  - Dance Events – informal dances
  - Convocation Center Events – all events hosted by student organizations held in the Convocation Center
  - Outdoor Events – all events hosted by student organizations held at on-campus outdoor locations (Central Park, East Lagoon, etc.)
  - Performance Events – talent shows, step shows, dance performance competitions, concerts (not held in Convocation Center)
  - Formal Events – formal dances, balls, award programs, etc.

#### Policy Exemptions

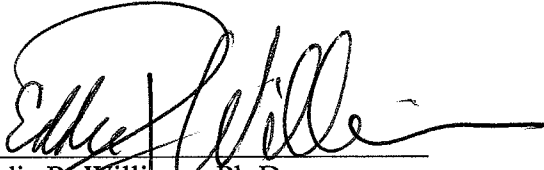
- This Policy does not apply to events hosted by a Northern Illinois University department.
- This policy does not apply to student organization regularly scheduled business meetings that have attendance limited to organization members.
- Student organizations may request exemption from or adaptation of the guest policy for special events. Exemption requests must be submitted to Student Involvement & Leadership Development and the NIU Department of Public Safety no less than 30 business days prior to the event. Student Involvement and the NIU Department of Public Safety must both approve the exemption request: If either department does not approve, the Policy as written is applicable.
  - Note: Dance Events are not eligible for exemption from the guest policy.

#### Event Cancellation

- If the Division of Student Affairs 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.

- NIU Administration, NIU Department of Public Safety, or the facility/venue reserves the right to cancel an event in cases where the safety of students is in jeopardy.

September 6, 2007



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