

ON-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

On-campus events exist to provide social outlets for NIU students and the NIU community. The following is a policy and set of standard operating procedures for on-campus events sponsored by student organizations.

A student organization event is any program or activity taking place on the NIU campus which is planned, sponsored, hosted, co-hosted, or promoted by a university recognized student organization which is open to nonmembers of the hosting student organization(s). Business meetings, information meetings held for the purpose of recruiting new members, practices and informational tabling events are NOT considered on-campus student organization events.

Questions about what constitutes an on-campus student organization event can be directed to Associate Director for Student Organizations at studentinvolvement@niu.edu.

General Event Approval Timeline

General Information

- All registered organizations in good standing (i.e., free of outstanding financial balances, organizational conduct issues, paperwork updated within Huskie Hub, etc.) can host on-campus student organization events under this policy.
- Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
- Events must be submitted to Huskie Hub no later than two (2) weeks before the event. Appeals to this stipulation may be made to the Events Office in writing stating the reasons for the late registration and what can be done to meet the requirements for hosting an event.
- A valid Cost Center number will be provided by the Office of Student Activities for all organizations planning campus events.
- Each event should have an identified Event Coordinator who will be responsible for meeting with the various offices and departments to ensure proper event planning and execution. To minimize concurrent events, priority for approval will be given to the event which was first to reserve the space and complete the Huskie Hub event registration (including officer approvals).
- The On-Campus Events Committee reserves the right to deny any event that may present safety risks or risk to the university. Events which may be classified as “ultra-hazardous” in nature, including but not limited to events which involve fire, fighting (i.e., boxing, Mixed Martial Arts), etc. may be denied. This will be decided on a case-by-case. If you have questions regarding whether your event is classified as “ultra-hazardous,” please contact studentinvolvement@niu.edu.
- Events may include non-student guests, limited to one per student, unless an exception is granted by the Office of Student Activities/Event Registration Office.

Policy Exemptions

- This policy does not apply to events hosted or co-hosted by an NIU department.

- This policy may be subject to change for events held within the Convocation Center.
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Host Responsibility

- It is expected that all NIU students, student organizations and guests will abide by the [NIU Code of Student Conduct](#).
- The hosting/co-hosting student organization(s) shall be responsible for informing all 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.
- The hosting/co-hosting organizations should assume the responsibility of running their own event. This includes assistance with set-up or tear down, providing volunteers to assist with check-in and closing procedures, or any other area deemed necessary by the venue staff or NIU Department of Police and Public Safety when the issue involved public safety concerns at or for the event.
- If an event is cancelled within a week of the submitted event start time, costs incurred may be the responsibility of the organization. Planners should contact Student Involvement at studentinvolvement@niu.edu to notify the university of cancellation. Additional charges may be incurred if there is a cost that cannot be recovered.
- As noted in the Code of Student Conduct, students, faculty, and staff are responsible for reporting violations of the Code of Student Conduct to the Office of Student Conduct.
- Failure to comply with this policy may result in the organization losing their “good standing” status.
- NIU students involved in inappropriate activity as it may pertain to the Student Code of Conduct will be referred to Student Conduct.
- Any guest involved in any incident will be banned from NIU events/campus as deemed appropriate by Student Conduct.
- If a guest violates this policy, the individual host associated with that guest may be subject to Student Conduct sanctions. If the disruptive guest is not connected to a host, the organization itself may be subject to Student Conduct sanctions.
- If NIU requires a student organization to cancel an event due to violation(s) of university policy or because an organization is no longer in good standing, event expenditures and potential loss of revenue are the responsibility of the student organization.
- NIU departments and student organizations cannot reserve and register events for other users. Hiding or concealing the identity of the true client for any reason is prohibited.

Process and Deadlines

- Submit Event Registration (including venue request) through Huskie Hub no later than two (2) weeks before the event.
 - Virtual events should be submitted no later than five (5) days before the event.
 - Exemptions to the policy will be considered on a case-by-case basis.

- A notification will be sent to the organization President and Advisor regarding the event at the time of submission. It is the student organization's responsibility to contact the On-Campus Event Committee at studentinvolvement@niu.edu to make any changes to the submission.
 - Student Involvement Staff and NIU Department of Police and Public Safety reserve the right to review contracted performers to determine any security needs or concerns. If there is a need for further information, the Director of Student Activities or their designee will reach out to the student organization. The event coordinator is responsible for discussing any outside performance contract (i.e., performers, D.J.s, etc.) with the Director of Student Activities or their designee.
 - The hosting/co-hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by the Division of Student Affairs designated signature authority.
 - NIU has standard contractual language that can be used by student organizations when completing a contract. A copy of the Contract and Technical Rider can be found on the NIU [Student Involvement Website](#).
 - Performances may not contain content that does not meet the University's mission of being inclusive, equitable, and diverse and promoting ethical behavior, respecting every member of our community.
 - The host organization's designated event coordinator is required to be present at a pre-event meeting before doors open.
 - Events will end at the contracted time, regardless of start time or delays.
 - Events may be ended prior to contracted time based on recommendations from the venue and/or NIU PD.
 - For the following types of events, doors will close 30 minutes before the scheduled end time of the event:
 - Dances, Concerts and Performances
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Public and Guest Attendance

- Non-NIU students may attend events as an escorted guest of an NIU student. If the event is ticketed, visitor tickets must be reserved by their NIU host.
 - The University has the right to limit event entry to students and their guests based on event risk factors. See [NIU Police and Public Safety Event Risk Assessment Guidelines](#) for more information on risk factors used.
 - Guests must be checked in at all in-person events. Students, performers, and organizations are responsible for the behavior of their guests. Including but not limited to the *Code of Student Conduct*. Students may only have 2 non-students as guests and no non-student may purchase tickets or attend the event except through the host NIU student.
 - Non-NIU students under the age of 18 must be accompanied by a parent/legal guardian, teacher, or NIU faculty, staff, or student.
 - Only college students with a **valid college ID** (from any USA institution of higher education) and active military personnel with a military ID will be admitted to late night events as a guest of a NIU student. Only one guest per NIU student will be permitted at late night events.
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Attendee List

- All student organization events are required to use Huskie Hub swipe check-in system, University Tickets, or the standard template Attendee List, available on the [Student Activities Website](#).
 - NIU students with a valid OneCard or with a valid QR Check-In Code from Huskie Hub will be admitted to the free event until capacity is reached. Non-NIU guests desiring to enter must be escorted by their NIU student host.
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Ticketing for Purchase

- The Office of Student Activities/Events Reservations office in consultation with the venue and/or NIU Department of Police and Public Safety will determine if ticketing is necessary for the event and may need to determine the appropriate location where tickets will be redeemed.
 - When utilizing tickets, the hosting student organization may be required conduct ticket sales through NIU Tickets or the Convocation Center when hosting an event at the Holmes Student Center, the Recreation Center, or Convocation Center.
 - VIP tickets will be provided to organizations for the number organization members listed on Huskie Hub plus one guest of each member of the organization. These tickets will be deducted from the total number of tickets on sale. VIP Ticket lists will not be accepted for free events.
 - A final list of all those receiving VIP tickets must be submitted to NIU Tickets no later than five (5) business days prior to the event. A final list of all performers must be submitted to NIU Tickets no later than one (1) business days prior to the event.
 - VIP tickets are not transferable.
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Event Security

NIU is committed to keeping the safety of our students and guests a priority. As such the following procedures will be followed for student organization events.

Student Affairs staff, in conjunction with the NIU Department of Police and Public Safety will;

- Assess and determine the security staffing needs for the event based on the meeting with the student organization Event Coordinator, Huskie Hub event planning form submission and organization's event planning and host history. Additional charges may be incurred from venue security staffing.
 - If needs are determined, organizations may need to complete a pre-event contract with the Office of Student Activities and the NIU Department of Police and Public Safety.
- Work with the event venue to determine security needs.
- Follow security protocols based on risk level determined. This may include bag/purse checks, metal detectors, additional security, etc. Performers may be screened in advance by Student Activities in consultation with the NIU Department of Police and Public Safety before they can perform on NIU's campus. If performers are being screened, the organization will provide legal names and addresses of all contracted services (i.e., D.J.s, comedians, singers, dancers, etc.) in advance of the event, to complete a risk assessment.

- Reserve 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.
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Event Safety Management

- All attendees, including the hosting student organization members and event guests, are required to follow the NIU Code of Student Conduct.
 - The primary responsibility of the members of the hosting student organization is to oversee and run the event—participating in the event is secondary. A list of duties for the event and the roster/schedule shall be submitted to the Office of Student Activities during the planning meeting but no later than 5 business days prior to the event.
 - 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. Fighting, taunting, or other abusive behavior, and lewd or illegal acts will not be tolerated. The hosting student organization must take preemptive measures to curtail unacceptable behavior and react responsibly to inappropriate behavior of guests. However, event security will intervene at its discretion and as appropriate and shut down the event for unacceptable behavior occurs.
 - The hosting student organization is responsible for the actions of any contracted/non-contracted external service providers (i.e., D.J., band, or other types of entertainment performers/managers).
 - The student organization reserving and hosting a late night event must have its university advisor or another full-time faculty/staff member in place of the advisor present throughout the event.
 - No alcohol, drugs, or weapons of any kind are permitted. Any person may be subject to removal from the event should their behavior be determined to be influenced by alcohol or drugs. Referral may be made to the Office of Student Conduct. If this occurs, no refunds will be given for ticketed events. Furthermore, the organization's privilege of hosting additional events could be in jeopardy.
 - Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event. Any exceptions will be pre-determined/granted by the sponsoring organization with assistance from the event staff and the NIU Department of Police and Public Safety.
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Late Night Events

Events scheduled to end later than 11:59 p.m. are classified as "late night events." Due to increased safety concerns with late night activities, there are some additional safety protocols that will be applied. For late night events, please keep in mind the following:

- The host organization's designated Event Coordinator must participate in a pre-event meeting to be held up to an hour prior to doors opening. Event entry will not begin until the meeting concludes.

- Late Night Events will end no later than 1:30 a.m. Doors will close one hour before the event's scheduled end time or 12:30 a.m., whichever time comes first. All event marketing (On-Campus and for NIU students only) must indicate the door closing time.
- Advertising the event via any type of media may not be done away from DeKalb, IL nor to non-NIU community. The hosting student organization(s) must notify guests of the "Public and Guest Attendance" and "Late Night Events" sections.
- Multiple late night events cannot happen within the same week. Additionally, late night events cannot be held on football weekends.

Appendix

Appendix I:

Timeline of Event Submission (All parts of processes will be worked on with the Reservations and Event Management Office):

- 14 Days Before Event (2 weeks)
 - Event submitted in event registration form
 - Work with Reservations and Event Management Staff to confirm Recreation Center Confirmation
- 12 Days Prior to Event
 - Catering Order is submitted with Reservations and Event Management Staff.
- 7 Days (1 Week) Prior to event
 - Cancelling event without charges being applied depending on venue.
- 6 Business Days Prior to Event
 - Final confirmation of all event details, including but not limited to: setups, audio-visual, catering count, security/staffing, and equipment.
- 2 Business Days Prior to Event
 - Single request for HSC Venue that requires no catering, equipment, or staff labor charges.