

Late Night Event Policy

Gemmell Student Complex

Revised October 9, 2008

1. The space request must be submitted no later than 2 weeks prior to the event due to extensive scheduling and set up requirements for this type of event. Failure to do this will result in the event not being approved or confirmed by the Events & Scheduling office.
2. The advisor to the group will be contacted by the Events & Scheduling office by email and/or phone to confirm their presence and/or the presence of another designated advisor at the event. The Events & Scheduling office WILL NOT confirm or approve the space request without this approval/response from the group's advisor. The advisor must be present during the entire event.
3. Late Night events may be held every other weekend with no two occurrences on consecutive weekends.
4. Public Safety Officers must be present at every late night event. The Director of Public Safety will determine the number of officers needed to staff an event.
5. Metal Detectors will be in use for every event.
6. Camcorders may be used at events to record persons entering the event as well as to record any altercations that occur. Tapes may be used as evidence in both campus judicial as well as criminal proceedings.
7. The sponsoring organization will provide on the space request, a list of individuals who will serve as "inside the event" security monitors.
8. The sponsoring organization should provide a list of any person who is not to be allowed into the event to Public Safety on the night of the event.
9. Events will start at 10:00pm and end no later than 2:00am. The last song of the night will be announced at 1:45am.
10. The event will close off admission at 12:00 am. After 12:00 am, there will be no re-admittance to the event if a student leaves the building.
11. All participants attending the event will be required to show an ID before entering.
 - a. Clarion students must show a Clarion Student Identification Card to be admitted. A copy of the ID will be taken.

- b. A non-Clarion University student who attends an institution of higher education, must present an ID from the College they attend. A copy of the ID will be taken.
 - c. All non college students, must present a driver's license or other official ID and must be accompanied by a Clarion University student. The student will present his/her ID, along with the drivers' license of those with the student. A photocopy of all ID's will be taken. The student is responsible for the behavior of their guests. Any violations of the student code of conduct by guests will be adjudicated against the Clarion University student.
12. A series of checkpoints will be developed leading from the west upper doors of the Gemmell Student Complex into the hall way. At the west doors, an ID must be shown. No ID, no admittance. The student or guest will then proceed to the metal detectors. Once through the metal detectors the student or guests will proceed to the ID copy, sign-in and pay station. Once the copies are made, the student and/or guest will write their name, and license number and address if they are a non-Clarion student on a sheet, pay the fee and then be allowed admittance into the party.
13. All Late Night events will use the entire Multi-Purpose Room. The divider wall will not be in use to close off any portion of the room. Inside security monitors will be posted at a minimum at the southeast door, and at the two other entrances into the multi-purpose room.
14. Public Safety will ordinarily provide security at no cost. Should there be a "serious altercation" during the event or if there is "significant damage" to the facility during the event, the group sponsoring the event will have to pay for Public Safety officers at each of their three next events. Public Safety will determine what is a "serious altercation," or what constitutes "significant damage".
- a. The first event following an altercation, the sponsoring organization will pay 100% of the public safety cost at \$25 per hour per officer.
 - b. The second event following an altercation, the sponsoring organization will pay 50% of the public safety cost at \$25 per hour per officer.
 - c. The third event following an altercation, the sponsoring organization will pay 25% of the public safety cost at \$25 per hour per officer.
 - d. The fourth event, the sponsoring organization will not have to pay for public safety officers.