

## **LARGE EXTERIOR EVENTS SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS**

Effective November 1, 2019

The following are policies and guidelines for use of University grounds for any Large Exterior Event, as defined as all evening events with an anticipated attendance of 200 or more, requires amplified sound or music, and/or have non-seated attendants, held outdoors and sponsored by a recognized student organization. A request to schedule space for an event by a sponsoring group shall be approved, provided that the proper guidelines have been met and the space is available. The sponsoring group agrees to abide by all University policies and procedures that govern the use of University facilities and the *Student Conduct Code* (<http://www.siu.edu/policies/3c1.shtml>). This policy shall in no way effect the full exercise of constitutional rights of free speech, assembly, or religion, nor is it intended to restrict the right to engage in any activity covered by the SIUE Policy on Expressive Activity, the Solicitation Policy, or the SIUE Naming Policy. The right to sponsor a large exterior event is a privilege and all policies and procedures will be enforced. Any violations may result in the suspension of the sponsoring group's scheduling privileges for large exterior events for up to two consecutive calendar years.

### **I. POLICIES RELATED TO LARGE EXTERIOR EVENTS SPONSORED BY STUDENT ORGANIZATIONS**

- A.** Large Exterior Events must be conducted in accordance with this policy if they are occurring outside on the grounds of SIUE. This includes but is not limited to the Stratton Quad, Dunham Hall Lawn, Woodland Bowl and the Hairpin Drive.
- B.** Large Exterior Events must be scheduled at least 60 calendar days in advance through the Event Services Office in the Morris University Center who will seek approval from the Vice Chancellor for Administration.
- C.** Executive officers of the sponsoring organization, the event planner (if this person is not an executive officer of the sponsoring organization, and their University adviser (or designee), must attend a Large Exterior Event policy meeting 45 calendar days prior to holding an event with staff from the Kimmel Student Involvement Center, Facilities Management, SIUE Police and staff from the venue (typically the Morris University Center (MUC)).
- D.** Large Exterior Events may be scheduled on Thursday, Friday, and Saturday nights between 6:00 - 11:00 pm and Sunday from 2:00 – 8:00 pm only. Depending on the type of event, the number of approved Large Exterior Events per weekend may be limited to no more than two (2) events. Large Exterior Events sponsored by a student group with an admission charge must be scheduled with Event Services in the MUC. Event guests will be limited to:
  - Currently enrolled SIUE students
  - Non-SIUE students who are at least 18 years old and up (Driver's License or State Issued photo ID required for ticket purchase and entrance)
- E.** The event must be scheduled to end no later than 11:00pm if scheduled on a Thursday, Friday, and Saturday night and sponsoring organization members, DJ, staff and guests are to have the space cleared and vacated no later than 11:30 pm. If the event is scheduled on a Sunday, it must be scheduled to end no later than 8:00 pm and sponsoring organization members, DJ, staff and guests are to have the space cleared and vacated no later than 8:30 pm.

- F.** Tickets must be printed by the University with no exceptions, and the cost will be incurred by the sponsoring organization. The sponsoring organization will provide a ticket sales request to the MUC Welcome Desk a minimum of two (2) weeks prior to the start of ticket sales. The sponsoring organization is responsible for additional staffing costs to keep the Welcome Desk open past normal business hours.
- G.** Ticket sales will be limited to 1000, with 75% (750) of tickets for SIUE students, and 25% (250) of tickets for Non-SIUE students with a valid driver's license or State Issued photo ID, and will be pre-sold at the MUC Welcome Desk one (1) week in advance during normal operating hours. Any unsold tickets may be sold the night of the event from the Welcome Desk for an additional fee per the current rate schedule.
- H.** The sponsoring student organization is required to support the event with one (1) event monitor per 25 anticipated guests. For an event with 1000 guests, a maximum of 40 members of the organization, (including: monitors and active organization members) may attend the event at no charge and wristbands will be provided for these attendees to be worn throughout the duration of the event. A list of these members is due to the Kimmel Student Involvement Center at least five (5) business days prior to the event.
- I.** Wristbands, at the cost of the sponsoring organization, will be used for everyone entering the event and all attendees must wear wristbands throughout the duration of the event. Attendees will not be allowed to re-enter the designated event location once they have exited. When an attendee exits the area, their wristband will be removed by a monitor of the sponsoring student organization.
- J.** A security company will be contracted by Kimmel Student Involvement Center, at the expense of the sponsoring organization, to provide one (1) security officer per entrance/exit or a minimum of four (4) security officers to staff/supervise the wand/metal detectors, distribute wristbands, and monitor exits and the perimeter of the space for the duration of the event.
- K.** The perimeter of the exterior location must be contained with control of the entrance and exits at the expense of the sponsoring organization. For example, orange snow fence can be arranged for setup through Facilities Management. One (1) entrance and exit is required for every 200 anticipated guests, for a maximum of five (5) exits.
- L.** Due to fire regulations, exits may not be blocked. The sponsor must station a monitor at each emergency exit to prevent unauthorized entry. Nothing can be placed in areas that block fire exits. This includes, but is not limited to, DJ tables and equipment, speakers or other technical items, etc.
- M.** Portable restrooms will be required at the expense of the sponsoring organization and will be used to avoid unnecessary traffic into University Buildings. One (1) portable restroom will be required for every 100 anticipated guests. Portable restrooms should be contained within the event perimeter.
- N.** No alcoholic beverages, illegal substances, weapons, backpacks or personal bags may be brought into the controlled location or surrounding area of the event. All attendees must be willing to be searched with a metal detector.
- O.** The noise level during the event may not be so loud as to be disruptive to other events, academic classes or official University business that is occurring at the same time. This determination is to be made by University Police, University Administration, or a designee assigned by appropriate University Administration.
- P.** All equipment and/or materials that might be damaging and used in part of the event must be approved by the Kimmel Student Involvement Center at least two (2)

weeks prior to the event date. (Ex: DJ equipment, snow fencing, tables, foam, paint, etc.)

- Q.** Finalized contracts with contact information must be submitted in writing to the Kimmel Student Involvement Center at least two (2) weeks prior to the event date. (Ex: DJ, security, portable restrooms, etc)
- R.** The sponsoring group is responsible for the actions of the participants.
- S.** The sponsoring group is responsible for any damages to the scheduled space and surrounding property. This includes University Buildings adjacent to the scheduled space.
- T.** When inclement weather affects the immediate area, the University reserves the right to cancel or postpone any Large Exterior Event out of concern for safety of the sponsoring organization and the attendees of the event.
- U.** Any violation occurring at the event may result in the sponsoring organization losing privileges, including the opportunity to host a similar event on campus, etc. and/or face the appropriate penalties through the Student Code of Conduct.

## **II. STAFFING & PERSONNEL ARRANGEMENTS FOR LARGE EXTERIOR EVENTS**

The University and the sponsoring student organization are responsible to ensure the staffing at the event meets the requirements listed below. Failure to provide the appropriate staffing levels by given deadlines could result in a cancellation of the Large Exterior Event.

### **A. ROLE AND RESPONSIBILITY OF EVENT STAFF**

#### **1. ORGANIZATION MONITORS**

The sponsoring student organization is responsible for designating and identifying one (1) event monitor per 25 anticipated guests to act as monitors for the event. All monitors **MUST** be members of the sponsoring organizations. Exceptions will be made for sponsoring organizations that have fewer than 14 members, in which case, enrolled University students not part of the sponsoring organization may also serve as monitors. Student organizations are responsible for ensuring that all monitors carry out their assigned duties.

- a. Monitors must be present thirty (30) minutes prior to event start time, as well as the group's adviser, to meet with the Police Officers and Security for assigned duties.
- b. All monitors must stay for the entire duration of the event.
- c. All monitors are responsible for clearing the event location at the end of the event.
- d. All monitors must be easily identifiable with a secondary colored wristband.
- e. All monitors must arrive and maintain sobriety through the event.

#### **2. SECURITY**

Outside security will be contracted to provide one (1) security officer per entrance/exit or a minimum of four (4) security officers, whichever is greater, who will arrive 30 minutes prior to the start of the event and will staff/supervise the metal detectors (if required), verify identification, distribute wristbands, and

monitor the perimeter of the designated area and the exits. The sponsoring organization will provide event monitors/members to assist personnel in this process. The sponsoring organization will be required to pay for the security officers.

### **3. SIUE POLICE OFFICERS**

Large Exterior Events will be required to have a minimum of three (3) SIUE police officers working the event. One (1) officer will patrol the parking lots. Two (2) officers will be in the event location. Officers will walk through the event at the discretion of the Police Chief. The sponsoring organization will be required to pay for the officers.

### **4. FACULTY/STAFF ADVISER**

A faculty/staff adviser or their designee (must be full time faculty or staff at the University) must be present at any student organization Large Exterior Event for the entire duration. This University representative is expected to take an active role in the presentation of an orderly program. In order to assist the attending faculty or staff adviser at such events, the following responsibilities are listed.

- a. The faculty/staff adviser, or their designee, must attend the Large Exterior Event policy meeting 45 calendar days prior to the event.
- b. The faculty/staff adviser, or their designee, covering a student organization event must be in attendance from 30 minutes prior to the event start time until clean-up is completed and all participants have left the scheduled space in which the event was held. They should assist with all aspects of the event.

### **5. KIMMEL STUDENT INVOLVEMENT CENTER AND/OR MUC STAFF**

One person from the Kimmel Student Involvement Center and/or Morris University Center Staff can assist, as needed and if requested, to take tickets, issue wristbands and/or check student IDs, and assist with waivers, if applicable. The Kimmel Student Involvement Center and/or Morris University Center Staff will assist in communication and enforcement of the rules and regulations contained in this Large Exterior Event policy, the Student Code of Conduct, and report policy violations if they occur to the Associate Dean of Students/Director of Student Conduct. The Kimmel Student Involvement Center and/or the Morris University Center Staff, if requested, can assist in clearing the designated location at the conclusion of the event and will walk the space and adjacent buildings to ensure no damage occurred.

### **6. MUC WELCOME DESK STAFF**

The MUC Welcome Desk Staff, if contracted, will be onsite at the MUC Welcome Desk to sell tickets until the event is sold out or their contracted time is expired. Tickets will not be available for sale outside of the Welcome Desk location. The MUC Welcome Desk Staff will verify identification and follow the appropriate ticket sales procedure.

## 7. FACILITIES MANAGEMENT

The SIUE Facilities Management Staff will be contracted to setup the perimeter fencing as well as remove the fencing and clean up post event. This will be charged to the sponsoring student organization.

### B. MINIMUM POLICE/STAFFING ARRANGEMENTS FOR EVENTS

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Department	Quantity Required	Paid by
SIUE Police Officers	Three (3)	Paid by organization Contracted by Kimmel
Security Personnel	Minimum of Four (4) or 1 personnel per entrance/exit	Paid by Organization Contracted by Kimmel
Monitors	One (1) per every 25 anticipated guests	Supplied by Organization
Organization Faculty/Staff Adviser	One (1)	
MUC Welcome Desk Staff Member for ticket sales	One (1)	Paid by Organization
Kimmel Student Involvement Center Representative or MUC Administration Representative	One (1), if requested by the Student Organization	

### III. FACILITIES/CHARGES/CAPACITIES FOR EVENTS

The Kimmel Student Involvement Center, in coordination with the MUC and other campus partners, will provide an estimate of costs prior to the event. These costs will be based on the current rate schedules.

#### STRATTON QUAD, HAIRPIN DRIVE, & DUNHAM HALL LAWN

Event Capacity	1040* (1000 Tickets + 40 Organization Members)
Set Up/Tear Down	Dependent on Current Rate Schedule & Event Requirements
Security**	Three (3) SIUE PD officers at the current rate schedule minimum of four (4) hours

	Minimum of Four (4) Security workers at the current rate schedule minimum of four (4) hours
Tickets	Dependent on Quantity
Wristbands	Dependent on Quantity

\*capacity includes current members of the organization, dance monitors, alumni members, and members of other student organizations.