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SECTION: Division of Student Affairs  
SUBJECT: Late Night Event Policy  
DATE: August, 2012  
REVISED:  
Policy for: USC Upstate  
Procedure for: USC Upstate  
Authorized by: Dr. T. Moore  
Issued by: Student Life

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## **I. Policy**

The late night event approval process is administered by the Office of Student Life. Late Night Event registration forms are available in the Office of Student Life. Any questions regarding this policy should be directed to the Office of Student Life, located in Campus Life Center Suite 203, 503-5122.

## **II. Introduction**

In an effort to ensure the safety of the university community and its guests, the Office of Student Life has established the following guidelines in reference to late night events sponsored by student organizations in campus facilities. These guidelines are intended to complement the university's existing facility usage policies and reservations process.

This policy applies to all student organization sponsored events that are held in USC Upstate facilities that will conclude after 11:00 pm.

## **III. Procedure (Late Night Event Overview)**

- a. All organizations wishing to sponsor late night events must complete the approval procedures outlined in these guidelines. The sponsoring organization must tentatively reserve the space through the standard reservation procedures for the specific venue. This reservation will remain tentative until all of the required approvals are obtained.

- b. Late Night Event Registration forms must be submitted at least **four (4) weeks in advance**, and must occur in accordance with the university's programming deadline ("two week rule").
- c. Registered student organizations may sponsor up to **three (3)** late night events per semester. Co-sponsorships involving two or more registered student organizations **will** count towards each organization's limit. All organizations involved in the sponsorship of the event should be included on the Social Event Registration form.
- d. Only one late night event may be held per evening and all late night events must be held in an area approved by the Office of Student Life.
- e. All late night events must end by 2:00 a.m. and the facility must be cleared of attendees, equipment, and the facility cleaned up by 2:30 a.m. Special arrangements must be made with the Office of Student Life in advance for longer breakdowns necessitated by some events
- f. Late night events are only permitted on Friday or Saturday nights. If an organization wants to sponsor an event on another night, the event must conclude by 11:00 p.m.
- g. The possession or consumption of alcohol at a student organization sponsored late night event is strictly prohibited.

#### **IV. Student Organization Responsibilities**

- a. Organizations wishing to sponsor a late night event must schedule a meeting with the Office of Student Life to review this policy, their registration form, and to discuss the needs of their event.
- b. Sponsoring organizations are expected to adhere to the Ticketing Policy for Student Organization events when admission is being charged for late night events
- c. Sponsoring organizations (with the assistance of their advisor) are responsible for the collection of funds at their events. It is also the responsibility of the organization to secure those funds until they can be properly deposited.
- d. Student organizations with university accounts through the Office of Student Life are expected to deposit all funds by the first business day following a late night event where money was collected.
- e. Sponsoring organizations are responsible for all costs incurred when planning their event (rentals, University Police, etc.)

- f. Events cancelled less than 3 days from the date scheduled for reasons other than an act of God or university emergency may be liable for all charges associated with the event, including staffing, security, etc.

## V. Admission

Entry to late night events is restricted to USC Upstate students with ID, other college students with their college ID card, and non-student guests of USC Upstate students over the age of 18 with valid government-issued ID, unless otherwise approved by the Office of Student Life. USC Upstate students are limited to 2 non-student guests, and must sign in their guest.

- a. Guests (non-USC Upstate students) **must** pay at least **\$2.00 more** per ticket than USC Upstate students when tickets are sold for a late night event.

Admittance to late night events will end 30 minutes before the conclusion of the event.

- b. The student organization(s) sponsoring the event will be responsible for assisting with the dispersion of attendees, during, and immediately following the event. At the end of the event, a general statement must be made by the sponsoring student organization informing all participants that the event has ended and that they should immediately vacate the premises. University Police will assist the group to deal with individuals who refuse to leave promptly.
- c. Event capacity will be determined based on the venue. Once capacity is reached, no one will be admitted or readmitted to the event, even if other patrons have left the event.
- d. Loitering in the areas surrounding the late night event is prohibited. It is the responsibility of the sponsoring organization to assist University Police with keeping these areas clear.
- e. University Police reserve the right not to admit attendees that are deemed to be under the influence of drugs or alcohol or who display disruptive behavior.
- f. Objects which in the reasonable discretion of the police officer could be used potentially as weapons are not permitted...

## VI. Staffing Requirements

- a. Security for the event must be hired at the organization's expense and coordinated through the USC Upstate University Police Department. A ratio of 1 officer for each 100 attendees is required, with the minimum of 2 officers at any event. More officers may be required for activities deemed high risk.

- b. Regardless of estimated risk level, organizations must have an Advisor (or approved designee) present for the duration of the event. Advisors are expected to assist in the enforcement of the procedures identified in this document, in addition to university policies.
- c. Some events may also require a student life staff member to assist with the event. This will be determined by the Director of Student Life on a case by case basis.

## **VII. Penalties**

- a. Disruptive individuals will be subject to immediate arrest and/or referral to the Student Honor Council. Individuals are also subject to removal from the event and to a permanent trespass citation restricting the individual from attending other events at USC Upstate.
- b. Student organizations that do not follow these procedures or who misrepresent themselves on registration and/or event reservation forms are subject to immediate loss of all sponsoring privileges and/or referral to the Office of Student Life for sanctioning.
- c. If a serious problem develops, University Police and/or a university faculty/staff member have the authority to terminate the event immediately.