

ADMINISTRATIVE DIVISION – DIVISION OF STUDENT AFFAIRS
POLICY NUMBER – SA 3.03
POLICY TITLE – LATE NIGHT EVENT POLICY
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – OCTOBER 2024
RESPONSIBLE OFFICER – VICE CHANCELLOR FOR STUDENT AFFAIRS
ADMINISTRATIVE OFFICE – STUDENT INVOLVEMENT

PURPOSE

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

DEFINITIONS

Late Night Event

Registered student organization sponsored events held in USC Upstate facilities that will conclude after 11:00 pm.

POLICY STATEMENT

- A. The late night event approval process is administered by the Office of Student Involvement. Any questions regarding this policy should be directed to the Office of Student Involvement, located in Campus Life Center Suite 224, 503-5122
- B. 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.
- C. Weekend (Friday-Saturday) on campus social events must end by 2:00am. Requests for exemptions to these times must be submitted in writing to the Office of Student Involvement at the time of submitting your Event Registration in Involve/The Agora.
- D. Security for the event must be provided at the organization's expense and coordinated through the USC Upstate University Police Department. A ratio of 1 officer for each 100 attendees is typically required, with a minimum of 2 officers at any event. More officers may be required for activities deemed high risk by University Police.

PROCEDURES

A. Event Registration & Reservations

1. Student 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 required approvals are obtained.
2. Event Registration forms must be submitted at least four (4) weeks in advance and must occur in accordance with the university's programming deadline.
3. 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 Involvement in advance for longer breakdowns necessitated by some events
4. The sale and consumption of alcohol must be in accordance with the [USC Upstate Alcohol Policy](#).
 - a. Student organizations are required to submit an [Alcohol Request](#) at least 2 weeks prior to the event.
 - b. No university funds (i.e. student organization account housed in the Office of Student Involvement) can be used to purchase alcohol or related expenses.

B. Student Organization Responsibilities

1. Organizations wishing to sponsor a late night event must schedule a meeting with the Office of Student Involvement to review this policy, their registration form, and to discuss the needs of their event.
2. 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.
3. Student organizations with university accounts through the Office of Student Involvement are expected to deposit all funds by the first business day following a late night event where money was collected.
4. Sponsoring organizations are responsible for all costs incurred when planning their event (rentals, University Police, etc.)
5. 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.

C. Admission

1. 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 Involvement.
2. Admittance to late night events will end 30 minutes before the conclusion of the event.
3. 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.

4. 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.
5. 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.
6. 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.
7. Objects which in the reasonable discretion of the police officer could be used potentially as weapons are not permitted

D. Staffing Requirements

1. 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.
2. 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.
3. Some events may also require a Student Involvement staff member to assist with the event. This will be determined by the Office of Student Involvement on a case by case basis.

E. Penalties

1. Disruptive individuals will be subject to immediate arrest and/or referral to the Dean of Students. 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.
2. 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 Involvement for sanctioning
3. If a serious problem develops, University Police and/or a university faculty/staff member have the authority to terminate the event immediately.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

USC Upstate Code of Student Conduct

USC Upstate Alcohol Policy

Registered Student Organizations (SA 3.09)

HISTORY OF REVISIONS

August 2012 - New policy approval

October 2024 - Content reviewed and revised to reflect current practices. Office name and location updated. Links updated. Format updated