



Student Social Event Policy

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Salem State University
Policies and Procedures for Student Social Events
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A. Introduction

The Student Social Event policy was created through the collaboration of student leaders, student organization advisors and University administrators. Student sponsored events (i.e., dances, concerts, festivals, parties, etc...) provide meaningful opportunities for students to socialize, as well as opportunities for student leaders to learn through the planning, implementation and organization of social events. The Student Involvement and Activities Office assists and oversees student organizations in the planning and coordination of these events.

Recently acts of violence have become more frequent at student social events in college and university settings. Faculty, college administrators and student leaders all find themselves in an increasingly vulnerable position regarding litigation. Student leaders need to be aware that they are not immune from being sued for injuries or damages occurring at a program sponsored by their organization. Therefore it is imperative that proper precautions are taken in planning each event. This policy provides specific expectations for managing student social events.

B. Types of Events

There are four types of events as defined by this policy: open, guest, dances/parties and unrestricted events. Event sponsors must carefully select an appropriate space for each event, since attendance may never exceed the room capacity. Through the Program Clearance process, event sponsors are asked to determine which category applies to their event, but the Student Involvement Office makes the final designation as to the type of event. The Student Involvement Office facilitates arrangements for events, including requests for Public Safety and/or Cleaning details. Public Safety overtime details will be ordered for most evening and weekend student social events. Cleaning details will be ordered for all student social events that extend beyond what can be accomplished during routine cleaning shifts.

Note: Events where alcohol is served must also comply with the guidelines established in the "Policies and Procedures Regarding Alcoholic Beverage Use". For more information, please contact the Counseling and Health Services Office in ECC Room 107.

1. Unrestricted Events: "Unrestricted" events are those that are open to anyone to attend and there is little to no concern about security for the event. These events may be advertised off campus. Requests to sponsor all events must be submitted for approval through the established Program Clearance process. Unrestricted events do not require a Public Safety detail. Examples of such events include but are not limited to movies, special meals, lectures, etc.

2. Open Events: "Open" events are those that are open to anyone to attend and there are significant security concerns. Requests to sponsor all events must be submitted for approval through the established Program Clearance process. In order to maximize security arrangements, open events will only be permitted in the South Campus Gym, O'Keefe Sports Complex, Mainstage Auditorium, Veterans Hall or other approved locations. An extensive Public Safety detail will be assigned to work open student social events and metal detectors will be required, as well. Open events will be limited to no more than two events per semester, unless approved by the Director of Student Involvement, or designee. Examples of such events include most comedy or music concerts, etc.

3. Guest Events: "Guest" events are those, which are open to all members of the Salem State University community and the registered guests of current students. Non-University persons will not be admitted to "guest" events unless they are signed in as a guest by a current Salem State University student. These events may not be advertised off campus. Requests to sponsor a closed "guest" event must be submitted for approval through the established Program Clearance process. When the event is deemed to be a "guest" event, students must show a Salem State University ID at the door and will be allowed to bring a maximum of two (2) non-university guests each. Monitoring of this policy will be the responsibility of the sponsoring student group and the group's advisor. A valid Salem State University ID required for student admittance and a University ID, Driver's license or state issued ID is required of guests. The minimum age requirement is 18 years of age for non-students unless accompanied by a parent or guardian. A Public Safety detail will generally be assigned to work "guest" student social events. For certain types of guest events, (i.e., a contest inviting other universities to participate), the sponsoring organization may prepare a list of guests of the sponsoring organization. This guest list must be completed and made available to the advisor by 4:00 p.m. on the day of the event. The sponsoring organization assumes responsibility for all individuals on the guest list.

4. Dances/Parties: "Dances/Parties" are open to all members of the Salem State University community and the registered guests of current students. Non-University persons will not be admitted to "guest" events unless they are signed in as a guest by a current Salem State University student. These events may be advertised off campus. Requests to sponsor all dances/parties must be submitted for approval through the established Program Clearance process. In order to maximize security arrangements, dances will only be permitted in the South Campus Gym, O'Keefe Sports Complex, Veterans Hall or other approved locations. A Public Safety detail will be assigned to work dances and generally metal detectors will be required, as well. Each Salem State University student is able to register a maximum of two (2) non-university guests for each event. A valid Salem State University ID required for student admittance and a University ID, Driver's license or state issued ID is required of guests. The minimum age requirement is 18 years of age for non-students unless accompanied by a parent or guardian. For certain types of guest events, (i.e., a contest inviting other Universities to participate), the sponsoring organization may prepare a list of guests of the sponsoring organization. This guest list must be completed and made available to the advisor by 4:00 p.m. on the day of the event. The sponsoring organization assumes responsibility for all individuals on the guest list.

C. Responsibilities of the Student Organization Sponsor

Student Organization sponsors are expected to successfully perform the tasks described below in order to hold a student social event:

1. Before the Event

- Attend workshop on how to plan an event sponsored by the Campus Center;
- Complete Room Reservation/Program Clearance Form with Campus Center at least two weeks prior to event;
- Reserve desired room with appropriate facility reservationist;
- Identify five (5) student organization members to work as on-site contacts during the event;

- Participate in pre-event meeting with advisor, Public Safety and any other relevant personnel attending the event.

2. During the Event

- Attendance at the event from start to finish;
- Performance of event management duties during the entire event as applicable to the type of event, including selling tickets, collecting tickets, checking IDs, registering guests, managing the stage area, and overseeing the audience activity;
- Assist with crowd control, including emergency exit monitoring; notify Public Safety, advisors, or Student Activities personnel should any problems arise during the event;
- Announce the approved ending time of the event during the activity.

3. After the Event

- Announce that the event has ended;
- Assist in clearing people from the facility after the event.

Student organizations sponsoring social events must identify at least five (5) members of their organization to serve as Event Sponsors and work as on-site contacts during the event. These Event Sponsors must be identifiable by the advisor, Public Safety officers and other relevant personnel at the event. The Event Sponsors must wear stickers, (one type is available from the Student Involvement Office), or some type of identification that is easily recognized.

The Student Involvement Office provides a workshop on how to plan an event, explaining those tasks which are expected before, during and after an event. Only organizations that have participated in one of these workshops will be allowed to schedule a student social event.

The sponsoring office or organization will be responsible for any personnel or equipment costs (such as food service, maintenance or police details), resulting from an event. In addition, the sponsor will be responsible for all unassigned damages, any and all theft or vandalism resulting from the use of the facility or the sponsorship of the activity.

D. Responsibilities of Student Organization Advisors

Student Organization Advisors are expected to familiarize themselves with the contents of the *Salem State University Event Policies and Procedures Manual*, including this policy. The manual includes information on topics such as general liability, event management, alcohol policies, University rules and procedures, and the role and responsibilities of an advisor. Advisors are also encouraged to attend one of the "How to Plan An Event" workshops, with their student leaders. On-site event management responsibilities of student organization advisors include:

- attend the event from start to finish;
- supervise the student members working the event;
- assist in supervising the event, to include periodic monitoring of the attendees, assist in enforcing all university policies and procedures, assist in clearing people from the facility after the event;
- serve as a liaison between the student organization and the Public Safety officers assigned to work the event or activity;

- coordinate a brief, pre-event meeting of the sponsoring organization advisor, the leaders of the sponsoring student organization, the senior Public Safety officer on duty and any other involved personnel). The purpose of the meeting will be to review all details of the event and review the responsibilities of individuals working the event;
- insure that pre-determined light levels for the event are maintained, as described in the Protocols for Open and/or Guest Events section of this policy;
- assist in resolving any problems reported by the members of the sponsoring student organization;
- terminate the event if any violation of policies, or any security and/or safety concerns, warrant such action after consultation with the student leaders and the Public Safety officers.
- manage the guest list to allow for organization's to identify guests ahead of time who will attend for guest events or dances/parties.

E. Responsibilities of the Public Safety Officers

Public Safety officers are assigned to work evening and weekend student social events. The number of officers assigned specifically to the event will be sufficient to provide an atmosphere of safety and security, as determined by the Public Safety Department. Among the influencing factors related to the number of officers assigned are the following:

- anticipated number of event participants;
- size of the room;
- whether or not alcoholic beverages are served;
- number of entrances and exits to the room or facility;
- need to provide special protection for areas (i.e., parking lots, rest rooms, lobbies or other areas outside the room or facility);
- presence of non-university attendees;
- history of violence at similar events.

Public Safety officers will remain stationed near the site of the event unless an event related disturbance occurs elsewhere in the building. The officers are expected to assist event sponsors whenever appropriate and serve as a background presence as opposed to a security check or manager of the event. Problems that do not appear to have a threatening element or a potential criminal offense involved will be initially addressed by a member of the sponsoring organization in a peer type relationship. Responsibilities for the assigned officers include:

- deter criminal activity at the event;
- assist the event sponsors in their efforts to control the behavior of persons attending the event;
- monitor the hallway, rest rooms and event activities for illegal behavior;
- provide close back up to students or staff assigned to check ID cards;
- supervise student staff operating metal detectors, where applicable;
- patrol periodically through the venue during the event;
- discourage loitering outside the event;
- take enforcement action as needed;
- assist in summoning medical and fire responders if needed;
- participate in pre-event meeting;

- assist the students in charge of the event in dispersing attendees at the conclusion of the event.

F. Pre-Event Meeting

A meeting to discuss the logistics of the event is to be coordinated by the student organization advisor, prior to the start of the event, among the student organization Event Sponsors, the advisor, the senior Public Safety officer and any other relevant personnel at the event. This meeting will consist of introductions among assigned personnel, a review of assignments and answers to the following questions for everyone's clarification:

- when will the doors open? when will they be locked?
- what do tickets look like?
- are the tickets unique, numbered in order, and difficult to copy?
- who will be at the door? at the stage area?
- who will be doing "pat downs"? (if applicable)
- will electronic security devices be used?
- who are the five student Event Sponsors?
- who from the Event Sponsors is supervising student security personnel?
- how will the student security be identifiable to the officers?
- what is the admission charge? who is in charge of the cash box?
- who has the sign-in sheets? who has the guest list, if there is one? (if applicable)
- what is the schedule planned for this event?
- any other questions anyone has?

G. Protocols for Guest and/or Open Events

1. Admission Requirements for Guest Events and Dances/Parties

One or more of the following items are expected for admission to a guest event:

- A valid Salem State University ID;
- A Photo ID (specifically, a college ID, Driver's license or state issued ID) for each guest who must also be escorted by a current Salem State University student. The SSC student must register his/her guest at the door. Registration includes providing the name of the guest, name of the sponsor and the sponsor's ID number;
- A pre-determined Guest List from the sponsoring organization. These individuals must produce one of the accepted forms of ID listed above and will be considered guests of the sponsoring organization. The sponsoring organization, therefore, will be held responsible for the behavior of these guests.

2. Signs at Entrance

Signs at the entrance to the event must make clear the following expectations as they apply to the event:

- A valid Salem State University ID is expected for SSC student admittance at guest events and dances/parties;
- Guests are expected to provide a college ID, Driver's license or state issued ID; be accompanied by current SSC student and register to enter event.
- Each Salem State University student is able to sign-in a maximum of two (2) guests for each event at dances/parties or guest events.

- Student hosts are responsible for their guest's behavior, as described in the Student Conduct Code.
- Minimum age requirement is 18 years of age for non-students unless accompanied by a parent or guardian.
- Students or guests will not be permitted to re-enter once they have left the facility and vestibule smoking area;
- Smoking is prohibited within this building;
- Cameras and/or Recording Devices are not permitted;
- Sponsors reserve the right to inspect individuals, bags, purses, etc... as a condition of admittance;
- Alcohol, bottles, cans and other such containers will not be admitted;
- Chains or similar devices that may be hazards will not be admitted;
- Admission to events will end at least 1 hour prior to the stated ending time of the event;
- When doors will open and when doors will close;
- Satisfactory compliance with the above policies is expected. Individuals may be removed and/or the event may be terminated for failure to comply.

3. Tickets Sales and Collection

Tickets must be numbered sequentially and cannot exceed the room capacity. Calculations of room capacity must factor in the number of staff, size of the stage, etc... It is recommended that tickets are printed by a professional, bonded ticket manufacturer. If tickets are not printed by a ticket manufacturer, then they should be unique and not easy to duplicate. Tickets must specify when doors will be opened and when doors will be closed on them. Once ticket sales have been completed, a reconciliation should be completed with the appropriate advisor and/or other University personnel, including the total number of tickets sold, total cash proceeds, total number of unsold tickets still in possession. All ticket sales must be deposited promptly to Financial Services. Do not hold large amounts of cash or wait to deposit proceeds until after the event. Proceeds are not to be deposited into external accounts or held as cash. Student Involvement Office can assist with ticket sales for student events and locating a ticket manufacturer.

4. Checking IDs

Students and/or University staff checking identification may only accept a valid Salem State University ID for current students and a picture ID for non-University guests. When questions arise about the validity of an ID, students and/or staff are encouraged to request assistance from the Public Safety officer at the event. Students and/or University staff should never check IDs for events in which alcohol is served. Checking identification when alcohol is sold or served is the responsibility of Chartwells Food Services at on campus events, and the authorized non-University affiliated personnel of the facility hosting the event, i.e., in clubs or hotels, etc.

5. Guest Registration Form

The guest sign-in sheet must indicate the Salem State University student's name, their ID # and the guest or guests' name. The sponsoring organization is responsible for insuring that a record is kept of how each guest entered the event and who is the host or sponsor for each guest.

6. Inspection of Audience Members/Use of Electronic Security Devices

Salem State University reserves the right to restrict admission to anyone who will not comply with the prescribed security measures for any particular event. The use of electronic security devices will be determined by the event sponsors and the Student Involvement Office during the Program Clearance process. Please refer to Appendix B for the appropriate procedure.

7. Advertising

Advertising for an event should make clear the security measures and expectations that audience members should have in attending the event. For example, the following are items (other than the date, time, place, sponsor and ticket price) that student organizations should include in all advertising as applicable:

- limit two guests per Salem State University student (for guest events and dances/parties)
- valid Salem State University ID required for student admittance (for guest events and dances/parties)
- College ID, Driver's license or state issued ID required for guests (for guest events & dances/parties)
- minimum age requirement is 18 years of age for non-students unless accompanied by a parent or guardian
- must be 21 years of age or older and present positive, picture ID to be admitted (for events serving alcohol)
- any other security measures deemed necessary as determined with event sponsors during the Program Clearance process

Below is an example of the minimum amount of information (other than date, time, place sponsor and ticket price) that could be used on a poster or flyer to promote dance/party or guest event:

\$5 SSC student w/ID

\$7 SSC student's guest – limit 2 guests per SSC student

18+ Proper ID required

Doors open at 9pm

Doors close at 12am

8. Duration of Event

Events will end by 1:00 a.m. Requests for events to be held later will be considered by the Student Involvement Office as part of the Program Clearance process.

9. Crowd Behavior

Audience members that participate in "Crowd surfing", "Stage diving", "Slam dancing", "Moshing" or other activities that create risks to dancers and/or bystanders will be subject to removal and possible disciplinary and/or legal action.

10. Age Requirement

Individuals under eighteen (18) years of age who are not current Salem State University students must be accompanied by a parent or guardian to attend an event.

11. Lighting

Minimum lighting must be provided at all times during an event. Exit signs must be lit and cannot be obstructed in any way. At all times there must be sufficient stage or overhead lighting to see audience members and to see across the facility, as determined by the senior Public Safety detail officer.

H. Sanctions

Student organizations and/or individuals that violate or fail to adhere to this policy and these protocols without specific authorization from the Student Involvement Office will be subject to legal or disciplinary action, (including actions taken that affect the recognition status or privileges of the student organization), as appropriate.

Expectations for Public Safety Details

A Public Safety Officer assigned to staff campus events will check-in at the assigned time with the senior Public Safety Officer on duty and/or the Public Safety Dispatch Officer. This time will serve as the official beginning time of the officer's shift.

The senior Public Safety Officer of the detail, and the senior Public Safety Officer of the patrol shift on duty, will participate in a brief, pre-event meeting with the student organization advisor and event sponsors. Student organization event sponsors who wish to meet prior to the day of the event should contact the Public Safety Department to schedule a meeting to review program plans with the Director of Public Safety, the Lieutenant, or other Public Safety designee.

Specific responsibilities for the assigned officers include:

- participate in pre-event meeting;
- respond as necessary to student event sponsor's requests for assistance;
- provide close back-up to students or staff assigned to check ID cards;
- deter criminal activity at the event;
- assist the event sponsors in their efforts to control the behavior of persons attending the event;
- monitor the hallway, rest rooms and event activities for illegal behavior;
- patrol periodically through the venue during the event;
- discourage loitering outside the event;
- take enforcement action as needed;
- assist in summoning EMS, medical personnel and fire department if needed;
- assist the students in charge of the event in dispersing attendees after the event.

The Public Safety Officers assigned entrance duty at a special event detail will provide back-up for the persons operating metal detectors and performing pat-down searches. The Salem State University Police Department will provide training to the Salem State University staff and students who will be operating metal detectors and conducting pat-down searches. The event sponsors will be responsible for providing and posting signs advising metal detectors are in use and pat-downs to detect alcoholic beverages are being conducted. Additional signs will state that persons entering the event will be required to pass the security screening.

As required by the AFSCME collective bargaining agreement, the minimum amount of time for a special detail is four hours for each officer assigned. Officers are paid at the rate of "time-and-a-half" of the individual officer's hourly wage for overtime details. Copies of the actual charges assessed to a student organization for a specific event will be provided to the group or club by the Student Involvement Office. Questions or concerns about actual charges assessed should be addressed to the Director of the Student Involvement Office and/or the Director of the Public Safety Department.

Appendix B

Procedure for the Inspection of Audience Members and Their Belongings

When inspecting audience members and their belongings, (i.e., "pat downs" or the use of "wands" or other electronic security devices), is expected, the students must be carefully selected to perform this duty. Students performing "pat downs" should be courteous, respectful, assertive and consistent in enforcing their duties. When a question or concern arises, students should ask an individual to step aside and should summon a Public Safety officer to discuss the matter. "Pat down" teams must be balanced according to gender, so that men must always inspect men and women must always inspect women.

The goal of the "pat down" and/or use of metal detectors is to identify items that are prohibited from entering the facility. Such restricted items include but are not limited to alcohol, bottles, cans, chains, cameras and recording devices (when applicable), etc... "Pat downs" should be respectful and thorough, checking the individual from top to bottom, for any of the restricted items. When the audience member has a purse or bag with them, student personnel should ask the individual to open the bag to show the student personnel what items are in the bag. Student personnel should ask the individual to continue showing them what is in the bag, until the student worker is satisfied that there are no restricted items in the bag. Student personnel must never take bags away, open bags or begin rooting through them. The choice of leaving the event rather than comply with an inspection, must always be open to the audience member.

When restricted items are discovered during an inspection, items should never be temporarily held, collected or confiscated by students or University staff, even if the audience member requests sponsors to do so. For example, if an audience member brings a camera to an event that does not permit cameras, then students and University staff cannot hold that camera for the individual until after the event. The student organization and/or the University could be held liable if something unfortunate happened to the camera, while it was in the student's or University staff member's possession. In addition, while a camera may be restricted from certain events, such as concerts, that does not give anyone the right to confiscate a camera. When such a situation arises, event sponsors are expected to inform the individual that s/he cannot enter the event with the item in question. It is up to the individual to determine what s/he will do with the item in question. Event sponsors are discouraged from even suggesting that the individual leave the item in question in a car, because if the car were broken into, then the individual may still try to hold the University or organization liable for not protecting the parking lot area sufficiently. Let the individual audience member decide what to do with their restricted item.

Student Social Events Checklist

<i>Event</i> _____		<i>Location</i> _____	
<i>Date</i> _____		<i>Time</i> _____	
		<i>Sponsor</i> _____	
<i>Cost</i> _____	<i>Est. Attendance</i> _____	<i>Type of Event</i> _____	<i>Guest</i> _____ <i>Dances/Parties</i> _____
			<i>Open</i> _____ <i>Unrestricted</i> _____
TO DO		NOTES	
_____	Review Student Social Event Policy	_____	
_____	Attend How to Plan An Event workshop	_____	
_____	Advisor available for event and should...	_____	
	...Attend "How to Plan Event" session	_____	
	...Review Stu. Soc. Event policy	_____	
	...Coordinate Pre-Event Meeting	_____	
	...Attend and monitor event	_____	
_____	Reserve Room/Facility w/appropriate office	_____	
_____	Complete and Submit Program Clearance Form at least two weeks prior to event	_____	
	Alcohol (See Counseling & Health Serv.)	_____	
	Food Service (See Chartwells)	_____	
	Maintenance Detail (See Stu. Involvmnt.)	_____	
	Police Detail (See Student Involvement)	_____	
	Equipment Needs (See Stu. Involvement)	_____	
	Name 5 student sponsors to run event	_____	
	Advisor Signature/Approval	_____	
	Campus Center Approval	_____	
_____	Finances (see SGA for G&C budget)	_____	
	Get signed contracts from entertainers	_____	
	Review & sign entertainer contract(s)	_____	
	Purchase Orders Requested as needed	_____	
	Checks Requested as needed	_____	
_____	Advertising/Publicity should list:	_____	
	Doors Open At _____	_____	
	Event Begins At _____	_____	
	Doors Close At _____	_____	
	Minimum Age Requirement _____	_____	
	Ticket Sales information _____	_____	
	Guest Event Policies (if necessary)	_____	
	Valid SSC ID Required _____	_____	
	Limit 1 guest per SSC student _____	_____	
	Photo ID Required for guests _____	_____	
	Guests sign-in w/SSC host _____	_____	
_____	Pre-Event Meeting Agenda	_____	
	Student Sponsor Assignments _____	_____	
	Public Safety Role _____	_____	
	Lighting Levels _____	_____	
_____	Ticket Sales	_____	
	Tickets numbered sequentially _____	_____	
	Tickets do not exceed capacity _____	_____	
	Ticket sales reconciled/cash deposited _____	_____	
_____	Signs at Event Entrance(s)	_____	
	No Re-Admittance _____	_____	
	No Smoking _____	_____	
	No Cameras, Recording Devices _____	_____	
	Alcohol, Cans or Bottles not permitted _____	_____	
	Proper ID Required; 18+ or guardian _____	_____	
	Maximum 2 guests _____	_____	
	Host's responsible for guests' actions _____	_____	
_____	Evaluation	_____	

Appendix D

Guidelines for the use of metal detectors at student social events

1. Metal detectors are available for use at student social events. Contact the Student Involvement Office to request to use the metal detectors at an event on campus.
2. Metal detectors are usually required for student social events that meet the following criteria:
 - a. Events that are open to the community.
 - b. Events that plan to have audience members engage in a high degree of interaction, such as dances, parties, concerts, etc. at the event.
 - c. Events that are politically sensitive (i.e., a controversial speaker), and would cause concerns about the safety and security of the audience, program participants and/or featured speakers or performers.
4. Metal detectors may only be operated by trained Public Safety student personnel, working in conjunction with the appropriate detail officer(s).
5. A minimum of two Public Safety officers are required when metal detectors are in use. In addition, Public Safety will also provide a minimum of three students or other personnel to operate the metal detection equipment.
6. The University reserves the right to assess the need for and/or to require the use of metal detection equipment at any event.