



POLICY STATEMENT

Social Event Policy

SU Policy Number: 301-010.0

ORIGINATING OFFICE:

Office of Enrollment Management, Student Affairs and Student Success; CUB/MSA

PURPOSE:

To ensure the implementation of a safe and successful program, while clearly defining consistent and equitable procedures that are fair and just to the whole campus community. The social event policy has historically been a barrier to our students, primarily in our marginalized communities. The policy provides consistent and equitable procedures that delineate expectations for overall support and success of programming.

SCOPE:

The scope is to encompass all sponsored functions with student organizations and department/office lead programming and events. This policy includes all aspects of the event/ programming process from conception to conclusion.

OBJECTIVE:

Creating a policy that assesses risk, encompasses all areas, provides education and creates consistency.

DEFINITIONS:

Social Event – a non-academic gathering of students that are organized and hosted by the University/SUSSI clubs and organizations. This does not include NCAA events.

Event Sponsors: Departments, campus affiliated organizations (qualify, campus?), advisors, graduate assistants, university employees, and student representatives

Clearing House Representative - Advisor of organization who is responsible for approval.

Police – University Police

Security – 3rd Party security enforcement agency

Shippensburg University staff – Is an assisting employee of the University who may not be the event sponsor but will work in collaboration with the event sponsor(s).

Sponsoring Groups – Anyone/group who is supporting or working with an event host.

PROCEDURES:

SOCIAL EVENTS

Defined as any programming that occurs on campus in a non-academic gathering. The measure of need will be determined by the attached guidelines in cooperation with University Police and event sponsors who will be defined as (departments, campus organizations, advisors, graduate assistants, university employees, and student representatives).

GENERAL PROCEDURES

- Events sponsors agree to be present during their entire event to provide support and guidance to attendees, and to ensure consistency of event provisions/guidelines.
- During the event, individuals may be refused entry or denied re-entry for the following reasons:
 - Individuals appear intoxicated or under the influence of drugs or alcohol.
 - Individuals are involved in physical altercations within or around the event venue.
 - Individuals display disorderly conduct or uncontrollable behavior.
 - Individuals do not possess valid photo identification.
 - If strobe lights are in use, have appropriate signage for guest who may be susceptible to seizures, migraines, etc.

OPERATING PROCEDURES

- The lights at the conclusion of the event will be turned on to indicate to the crowd the event is over.
- Provided instruction from University Police, security, and/or sponsors on exit procedures.
- Event should end no later than 2:00 AM (CUB – 1:45 AM).
- Adequate lighting will be determined by the planning process for the event to ensure safety and security for all groups.

POLICE & SECURITY PERSONNEL

- The Chief of Police should be notified at least three (3) to six-(6) weeks prior to the date of the event and a meeting will be scheduled with the event sponsor and the Chief, or their designee to review the details for the event and to identify any additional planning that may be required to ensure the safety of everyone. Exemptions may be made on time limits and extensions can be requested during this meeting. *(Exercising First Amendment right are excluded in this policy.)*
- A clearing house representative (advisor of organization) will assist with determining if the measures agreed upon above are in line with the necessary guidelines to provide consistency among events.
- Social events may require police or security to use hand-held metal detectors and may handle crowd control. Personal searches may be conducted if detectors go off. Individuals who wish to gain entry into an event must comply with posted security measures at the door.
- Event sponsors are required to follow the policies and procedures established by Shippensburg University and/or Shippensburg University Student Services Inc. (SUSSI) for contracting all services and entertainment.
- The number of police or security personnel will be determined by the event sponsors and Chief of Police, or their designee.
- On the evening of the event, the on-duty supervisor for University Police shall make contact with the event sponsors and/or Shippensburg University staff on duty to ensure that there are effective lines of communication.

- A minimum of one-(1) hour prior to opening the doors, a meeting shall be held with the event sponsors and/or Shippensburg University staff to review operating procedures.
- During the event, the University Police supervisor will check-in with the event sponsors and/or Shippensburg University staff.
- Prior to the conclusion of the event, the University Police supervisor will meet with the event sponsors and/or Shippensburg University staff to review the plans for concluding the event, including announcements, exit procedures and securing the building.
- If police or security personnel are required to staff the event, all organizing personnel including event sponsors, will be required to wear identifiable clothing/uniforms/nametags.

ID POLICY

- Everyone attending the event will provide valid photo identification that verifies their age before entering the event (forms of ID include Shippensburg University ID, Driver's License, State Identification Card, Military ID or Passport).
- Persons presenting expired IDs will not be admitted to the event.
- All Shippensburg University students with a valid university ID will be admitted into the event.
- Non-Shippensburg University students under the age of 18 will not be permitted to attend the event without legal guardian/parental supervision present.
- Student IDs from other Colleges/Universities will not be accepted as a valid form of ID, hence bearers of such will need to bring an additional form of ID to be admitted into the event.
- All Non-Shippensburg University identification cards will be scanned or copied upon entering the event. This information will be destroyed immediately following the event, if no incidents have taken place.
- Shippensburg University students will be able to obtain temporary identification credentials at the SU Police Station the night of the event.
- Persons who fail to present valid identification will not be allowed to get into the event.

TICKET SALES

- One-(1) hour prior to the conclusion of the event, ticket sales & admission to the event will be closed. Unless otherwise indicated.
 - Any persons in line at this time will be allowed to enter/reenter the event.
- All sponsoring groups must provide some form of identification to verify those individuals that have been cleared to enter/reenter the event. This allows police/security personnel to identify those patrons who have paid, but may be reentering the event, examples include:
 - Stamps with red ink, tickets with a perforated stub, wristbands, etc.

SIGNAGE

All signage will be posted inside & outside the event venue as follows:

- Valid Photo Identification will be required for admittance into this event.
- Acceptable Forms of ID include: Shippensburg University ID, Driver's License, State ID Card, Military ID or Passport.
- For non-university students you must be at least 18 years of age for entry into the event, or be accompany of a legal guardian/parent.
- IDs from other Colleges & Universities are not permitted.
- Entry and/or Re-entry will not be allowed one-(1) hour prior to the event ending unless otherwise approved by Event Sponsor/University Police

- No smoking, tobacco products, large bags, backpacks or outside beverages will be allowed into events. Any small bags carried by individuals will be subjected to a search.
- All individuals who seek entry into the event will be scanned with a hand handle metal detector. Personal searches may be conducted if detectors go off.
- Students have the right to refuse a search, however they will not be allowed to enter the event.
- Entrance and Exit signs must be placed at all doors, with “Exit Only” and “Entrance Only” doors clearly designated.
- Listed ticket prices and, where applicable, indication that “tickets prices are non-refundable” will be posted.

SPECIAL CIRCUMSTANCES:

The following is an example of special circumstances that may considered by event organizers.

If a search needs to be conducted, the individual(s) has the right to choose whom they are comfortable with in conducting a pat down.

CANCELLATION OF AN EVENT:

Failure to comply with the provisions of this policy may lead to an event cancellation. Should a cancellation be considered, the event sponsor(s) will meet with the University Police to rectify any issues/concerns. Any changes to the original plans following this meeting will be communicated by the University Police to the head of the building (venue?) slated for the event. All decisions regarding cancellation of an event must be finalized no later than 72 hours (3 days) to the scheduled takeoff of the event.

Any unexplained changes to the event sponsored plan regarding security, University Police have the right to cancel a program. However, the event sponsor may provide a reasonable agreed upon plan to university police to rectify the situation to meet necessary standards.

CONCLUSION:

At the conclusion of each event, the sponsors are highly encouraged to fill out the post assessment form within 72 hours after the event, which will help with continued and future program success.

See supportive Risk Management Form, which would be accompanied with policy as educational tool for event sponsors.

RESPONSIBILITIES:

Event Sponsors, Clearing House Representative, University Police, Outside Security, Building Manager of space, and department and students hosting the event or program.

APPROVALS:

Social Policy Committee with Campus Partners, Student Leader Feedback, Student Affairs Committee, and University Forum

University Forum, 11/17/2020

Executive Management Team, 12/8/2020

FILENAME:

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DATE:

12/8/2020

DISTRIBUTION:

Public