



## **Student Clubs & Organizations Speaker and Public Events Policy**

### **SU Policy Number: 301-015**

#### ORIGINATING OFFICE:

Vice President Student Affairs

#### PURPOSE:

To ensure the implementation of a safe and successful event hosted by Shippensburg University clubs and organizations, while clearly defining consistent and equitable processes and guidelines.

#### SCOPE:

All events that are sponsored by student clubs and organizations. This policy includes all aspects of the event process from conception to conclusion. This policy does not apply to the academic setting and NCAA athletics.

#### OBJECTIVE:

Creating a policy that supports student organizations and clubs with specific event planning requirements, assesses and manages safety risks, provides education and creates consistency.

#### **Criteria For Procedures**

Any on-campus event hosted by a student club or organization which includes **both** of the following:

- 1) An external speaker, presenter or performer who is not a student, employee, or University certified volunteer, regardless if the speaker or presenter is being paid or not.
- 2) An audience that is marketed to the public and the public is expected to be in attendance (i.e. open to non-students and non-university and contractor employees)

#### PROCEDURES:

If the previous criteria are met, the following procedures are required:

- 1) External speaker or presenter must occur indoors in a room that has clear entrance and egress points.
- 2) The host student club or organization must use Ship Link for RSVPs (if requiring for students).
- 3) All university students must present and swipe their physical SU ID for access into the event. External guests must have their driver's license or picture ID scanned for entry.
- 4) University police officers must be on hand for the event. The number of officers in attendance is determined by the Chief of Police.
- 5) The event must enforce a "clear bags" policy. Clear plastic, vinyl, or PVC bags that do not exceed 12" x 6" x 12" are permitted. These includes clear backpacks, fanny packs, and drawstring bags. One-gallon clear plastic freezer bags are also allowed. \*Medically necessary bag exceptions are only extended to bags that are specifically necessary/required for medical equipment and accommodations

that cannot fit within the small bag or clear bag sizing, such as a lunchbox with ice pack to keep chilled medication, oxygen tank carrier/bag, large bag to carry a lactation pump, etc.

- 6) The planning members of the hosting student club or organization are required to meet with the Chief of Police and the Vice President of Student Affairs a minimum of ten (10) business days/ 2 weeks in advance of the event for planning purposes.

#### RESPONSIBILITIES:

- 1) Members of the hosting club or organization will swipe student IDs and scan public audience driver's license.
- 2) Hosting student clubs and organizations are required to follow all guidelines of event reservations when reserving space on Shippensburg University campus.
- 3) If additional security is determined to be necessary, this will be coordinated by SUPD but costs incurred are the responsibility of the hosting club or organization and will be pre-determined in advance of the event.
- 4) It is the responsibility of the hosting student club or organization to manage the event and not an external organization or partner.
- 5) It is the responsibility of the hosting student club or organization to advertise the clear bag policy on all marketing materials.
- 6) Events must start on- time and end on- time due to the demands of university personnel and building management.
- 7) Hosting student groups and guest organizations are not permitted to make the completion of surveys or questionnaires a condition of event attendance separate from what is collected by the University.

#### CANCELLATION OR TERMINATION OF AN EVENT:

Failure to comply with the provisions of this policy may result in the event being canceled in advance or terminated while in progress

#### ADDITIONAL

Non-Student minors attending events hosted by student clubs and organizations open to the public must be accompanied by a responsible parent or guardian 18 years of age or older.

Violations of this policy may be referred to the Office of Student Conduct and Community Standards and the Dean of Students office.

#### DATE:

Recommended for approval to President by University Forum: 11.18.2025

RESCISSION

APPROVALS

Recommended by Executive Management Team 11/25/2025

Approved by President 11/25/2025

FILE NAME:

301-015 Clubs Orgs Event Policy

DATE:

11/25/2025

DISTRIBUTION:

Public