

# CLAYTON STATE UNIVERSITY

## LATE NIGHT EVENTS POLICY

*The following policy is intended to ensure the safety of all campus late night event attendees. The Department of Campus Life will coordinate all administrative duties and enforce the policy.*

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The Department of Campus Life governs the approval of all late-night events. The Department of Campus Life must receive a request to host a late-night event via the Campus Space Request process at least ten business days before the scheduled date.

Student organizations cannot schedule late night events during mid-terms, final exams, Holidays, or closed University periods. All late-night events must conclude by 2:00 am. Late night events may not exceed a total capacity of 500. Capacity may be altered depending on event setup and nature. The organization advisor must be present for the late-night event to begin. The organization advisor must be in attendance for the entire duration of the late-night event.

Student Life reserves:

- The right to decline a late-night event request due to administrative discretion.
- The right to postpone a scheduled late-night event to a future date.
- The right to implement special guidelines not included in this policy in instances where risk management issues may arise.

The student organization must request set-up and schedule a walk-through of the late-night event location with a Department of Campus Life staff member at least five business days before the scheduled date.

In some instances, a security, custodial, or staffing fee may be required due to the event (i.e., parties require Clayton State Public Safety officers at a fee assessed to the sponsoring organization). All fees are due to Student Life 10 business days before the event's scheduled date. Failure to remit payment will result in event cancellation. See Student Life for additional information.

The sponsoring student organization is responsible for:

- Damage caused to the facility and/or equipment beyond normal wear and tear.
- The actions of their guests (including behavior and the destruction of property).
- In instances where damage occurs, the student organization reserves the right to appeal any charges to the Director of Student Life.

Student organizations are required to deposit all campus late-night events raised funds into a university agency account no later than one (1) business day after the event. Failure to deposit all raised funds into a university agency account will warrant sanctioning from the Division of Student Affairs.

The Department of Public Safety is the only entity permitted to secure a late-night event. The number of officers will be determined prior to the scheduled date. The ratio of officers

to students shall not exceed 1:150. A minimum of one (1) officer is required unless approved by the Chief.

Student Life reserves the right to deny student entry to a late-night event. Student Life also reserves the right to end a late-night event early for administrative discretion. Re-entry into a late-night event location is prohibited.

All late-night event attendees must abide by the following guidelines:

- 1) willing to submit to a search
- 2) possession of picture identification
- 3) may not be under the influence of alcohol or any illegal drugs,
- 4) wearing a campus late night event wristband.
  - a. The number of wristbands is determined prior to the scheduled date.
  - b. The number of wristbands is not subject to change.
  - c. The wristbands are provided by Student Life.

**Updated July 2023**