

Langston University
On-Campus Social Event Policy
May 2014

Registered student clubs and organizations may hold on-campus social events for provided the sponsoring student organization adheres to all guidelines articulated in this policy. Additionally, student clubs and organizations are subject to adhere to Langston University's Student Code of Conduct.

Registration

1. The sponsoring student club or organization must be registered with and recognized by the Office of Student Life in order to publicize the event on campus and utilize campus facilities.
2. All activities must be registered and approved through the Event Proposal process. The ability to host events in campus facilities depends on the availability of the facilities and staff.
3. A student organization may not advertise an event until final registration approval from the Director of Student Life has been received. Events may be cancelled if students do not adhere to this requirement.
4. All parties must be registered at least 21 days prior to the event. Any social event not registered at least 21 days must receive prior written approval from the Director of Student Life or OSL designee.
5. Organizations will assume financial responsibility for any damage, abuse, or loss of property that occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three working days of the incident. All activities of the organization will be automatically suspended until all financial obligations have been satisfied.
6. Organizations must be current on all financial matters with the University and be in good standing with the Division of Student Affairs to be eligible to host social events.

Securing Officers

1. Event security must be requested through the Public Safety Request Form process. The organization requesting the services will be responsible for paying for these services unless the event is canceled in writing and submitted to the Director of Student Life by noon on the last working day prior to the day of the event.
2. The host student organization will pay commissioned officers \$35 per hour.
3. The host student organization will pay event security personnel \$20 per hour.

4. Commissioned officers will be paid for the additional hour after the party to ensure that attendees and onlookers vacate the premises in an orderly fashion.
5. Event security personnel will not be paid for the additional hour after the party to assist with dispersing onlookers and attendees once the party has concluded.
6. The Chief of the Langston University Police Department (LUPD), or designee, in consultation with the Director of Student Life, will determine the number of event security personnel. Below is the minimum number of security personnel for various venues used for social events.
 - a. A minimum of three (3) event security personnel for the Atrium. The atrium requires no less than two (2) commissioned officers and one (1) event security personnel at the entry checkpoints in the venue;
 - b. A minimum of nine (9) event security personnel for the Multipurpose Center. The Multipurpose Center requires no less than five (5) commissioned officers and four (4) event security personnel at the entry checkpoints in the venue;
 - c. A minimum of twelve (12) event security personnel for the C.F. Gayles Fieldhouse. The C.F. Gayles Fieldhouse requires no less than eight (8) commissioned officers and four (4) event security personnel at the entry checkpoints in the venue;
 - d. Designated Student Affairs personnel will monitor event entry/check IDs and money handling along with one (1) commissioned officer.
7. Security for nontraditional programming spaces on campus (i.e., Sanford Lawn, W.E. Anderson Stadium, outdoor basketball courts, etc.) will be determined by LUPD in consultation with the Director of Student Life and the host organization.
8. Once the student organization has requested commissioned officers, LUPD will attempt to fill the position(s) internally. If LUPD is not able to fill the positions within one week prior to the event, LUPD will secure certified commissioned officers and/or a third party certified security company. A list of the officer's secured for the event will be submitted to the Office of Student Life one (1) day prior to the date of the event.
9. If the required number of approved security personnel cannot be obtained by 4:30 pm the day prior to the event, the Office of Student Life may cancel and/or reschedule the event due to insufficient staffing.
10. In such events, a review to determine whether or not the event will be allowed to proceed in campus facilities will be conducted by a committee composed of the Director of Student Life (or designee), the Chief of University Police (or designated University Police representative), the building coordinator (or designee), the advisor for the student organization proposing the event and a student organization designee.

11. The Office of Student Life recognizes that there may be events with increased participation that may require additional security. When this occurs, LUPD in consultation with the Office of Student Life will determine the number of additional security for the event (i.e, homecoming, spring fest, etc.).

Event Security Personnel

1. Off-campus commissioned officers must meet with a LUPD representative and an Office of Student Life representative at least one business day prior to the event for briefing. This meeting can take place in person or over the phone.
2. Off-campus commissioned officers should arrive at the venue at least 30 minutes prior to the start time of the event at no cost to the student organization. If off-campus commissioned officers are used, the LUPD shift officer will make hourly checks on the event, as well as open and lock the facilities used. The LUPD shift officer will also be present at the end of the event.
3. Off-campus commissioned officers will contact LUPD first for back up if any problems or emergency situations arise.

Attendance Policy

Maximum attendance for any campus facility shall be determined in accordance with Oklahoma Fire Code Regulations and must conform to facility designs and policies.

Closed/Open Party and Attendance

1. Closed Party – Social gathering restricted to current Langston University students. Each Langston student will be required to present a valid student ID at the event entrance.
2. Open Party – Opened to college students with a valid university/college picture ID. All guests must adhere to Langston University rules. Guests who violate rules can be prohibited to attend and may be removed from the venue at the discretion of event personnel or Langston University staff.
 - a. All advertisement/invitations for open parties must include the following statement: **"Entry is limited to college students only. University/college picture identification is required for admittance."**;
 - b. Mandatory signage must be posted at the venue stating that entry is limited to students that present a valid university/college picture identification.
3. Although entry to open parties are limited to college students, the sponsoring student organization may invite no more than five (5) non-student guests with prior written approval from the Director of Student Life. The sponsoring student organization must submit a list of non-student guests to the Office of Student Life by 4:30pm on the day prior to the event.

- a. The non-student guests must present a valid picture ID (Driver's license, military ID, etc.);
 - b. The sponsoring student organization will be held accountable for the behavior of their non-student guests;
4. VIP/special guest list – At times guests may be permitted entry without paying a fee at the discretion of the Office of Student Life. The sponsoring student organization must submit a VIP/special guest list to the Office of Student Life by 4:30pm on the day prior to the event. VIP/special guest list submitted the day of the event will not be approved. The organization hosting the event will be limited to 20 VIP guests.

Organization's Responsibilities

1. The organization's official advisor must be present during the duration of the event. The advisor may designate the secondary or substitute, who must also be a member of the faculty or staff, if cleared with the Director of Student Life by 4:30 p.m. the day prior to the event. The event will not start until the advisor arrives.
2. The organization is responsible for selecting at least two student monitors who will be responsible for reporting disorderly or suspicious conduct to their advisor and the security personnel in attendance. Student monitors and advisors are not intended to replace or act in the capacity of security personnel. Monitors must be identifiable in some manner (name tags, jackets, t-shirts, etc.). Monitor must meet with security personnel prior to the event to review safety policies and clarify responsibilities.
3. The organization is collectively responsible for ensuring that the event is safe and follows all risk management practices.

Police Responsibilities

1. A commissioned officer in conjunction with DOSA personnel will handle all ID checking and control the VIP/special guest list.
2. Commissioned officers will monitor the event and handle any situation(s) involving violations of Oklahoma state law and/or the Langston University student code of conduct.
3. Commissioned officers have the right to remove anyone causing problems at the event. Anyone who interferes with the removal of an attendee may also be removed.
4. Commissioned officers in consultation with OSL staff may shut down the event if a safety hazard occurs. The host organization is expected to comply and assist appropriately with ensuring risk management procedures are followed.

Duration of Events and Ending Times

1. On-campus parties will last no longer than four (4) hours without prior written approval from the Office of Student Life.
2. All events held in a campus facility must conclude no later than 1:30 a.m. All attendees are expected to vacate the facility and the vicinity by 2:00 a.m. Student organization advisors are to assist as directed by the commissioned officers.
3. All events held in a campus facility are limited to the hours for which they have been approved through the registration process.

Magnetometer (Metal Detector) Policy

1. The University reserves the right to employ a magnetometer (metal detector) at campus events if necessary. Specifically, all events held on-campus and sponsored by a student organization will utilize a magnetometer for the following conditions:
 - a. Weapons violations at past events of a similar nature;
 - b. A controversial speaker/subject matter will be featured;
 - c. Non-students will be in attendance;
 - d. A request for such equipment has been made by the organizers of the event or the security staff of a featured speaker/entertainer, and/or;
 - e. A credible threat has been received or is perceived to be probable;
 - f. The University recognizes that there may be events that fall outside of the parameters delineated in this policy. In such events, a review to determine whether or not to employ a magnetometer will be conducted by a committee composed of the Dean of Students (or designee), the Chief of University Police (or designated University Police representative), and a student designee.