

ON-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

On-Campus events exist to provide social outlets for NIU students and the NIU community. The following is a policy and set of standard operating procedures for On-Campus events sponsored by student organizations.

A student organization event is any program or activity taking place on the NIU campus which is planned, sponsored, hosted, co-hosted, or promoted by a university recognized student organization which is open to non-members of the hosting student organization(s). Business meetings, information meetings held for the purpose of recruiting new members, practices and informational tabling events must be submitted in Huskie Hub but are NOT considered On-Campus student organization events.

Questions about what constitutes an On-Campus student organization event can be directed to Student Involvement at studentinvolvement@niu.edu.

General Information

- I. All registered organizations in good standing (i.e., free of outstanding financial balances, organizational conduct issues, paperwork updated within Huskie Hub, etc.) can host On-Campus student organization events under this policy.
- II. Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
- III. Events must be submitted to Huskie Hub no later than **two (2) weeks** before the event. Some events may require the event to be submitted further out than two (2) weeks. Appeals to this stipulation may be made to the On-Campus Events Committee in writing to studentinvolvement@niu.edu stating the reasons for the late registration and what can be done to meet the requirements for hosting an event.
- IV. A valid Cost Center number will be provided by the Office of Student Activities for all organizations planning campus events.
- V. Each event should have an identified Event Coordinator who will be responsible for meeting with the various offices and departments to ensure proper event planning and execution. The organization member submitting the event will be considered the Event Coordinator unless otherwise specified by the organization. To minimize concurrent events, priority for approval will be given to the event which was first to reserve the space and complete the Huskie Hub event registration.
- VI. The On-Campus Events Committee reserves the right to deny any event that may present safety risks or risk to the university. Events which may be classified as “ultra-hazardous” in nature, including but not limited to events which involve fire, fighting (i.e., boxing, Mixed Martial Arts), etc. may be denied. This will be decided case-by-case. If you have questions regarding whether your event is classified as “ultra-hazardous” prior to submitting the event, please contact studentinvolvement@niu.edu.

- VII. The University has the right to manage events based on event risk factors as outlined in the [NIU Police and Public Safety Event Risk Assessment Guidelines](#).
- VIII. All attendees, including the hosting/co-hosting student organization(s) members and event guests, are required to follow the NIU Code of Student Conduct.
- IX. Non-NIU students under the age of 18 must be accompanied by a parent/legal guardian, teacher, or NIU faculty, staff, or student.
- X. The primary responsibility of the members of the hosting student organization is to oversee and run the event—participating in the event is secondary.
- XI. Any student organization that is found in non-compliance with this policy may be referred to Student Conduct and could result in a loss of event privileges (i.e., hosting events).
- XII. This policy will be adopted for events held within the event venue that is outside of the normal reservation process (i.e., convocation center).

Policy Exemptions

- I. This policy does not apply to events hosted or co-hosted by an NIU department.

Event Types

I. Major Events

- a. Are considered high level events that require additional support from the organization, NIU PD, Venue, and Student Involvement. Events that fall into this category are Late Night Events (events that end after 11:59 PM), events with an estimated attendance of 500 people or more and/or events with external participants (including but not limited to performers and attendees).
- b. Must be submitted to Huskie Hub no later than forty-five (45) days in advance of the event. Prior to approval, the student organization, including the advisor, will meet with the On-Campus Events Committee to go over the event registration request and answer any questions the student organization may have about the event.
- c. Multiple major events can happen within the same week except for late-night events. Pending staffing availability, multiple major events could be subject to a limited amount within a week. A set of dates will be available to student organizations, in the [student organization handbook](#), to host late-night events on a first come, first served basis.
- d. Must have five (5) members that are working throughout the event, unless advised differently from the On-Campus Events Committee. The members that are working at the event must be available to NIU PD and University Staff to address any possible concerns that are identified throughout the event.
 - i. The advisor will be strongly encouraged to attend the event to serve as another representative of the organization, unless advised differently by the On-Campus Events Committee.
- e. Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any major event.

- f. **Late-Night Events (Events that end after 11:59 PM):**
 - i. Late night events are intended for the NIU community.
 - ii. Late Night Events will end no later than 2:00 a.m. Doors will close one hour before the event's scheduled end time or 1:00 a.m., whichever time comes first. The music will be turned off and lights will be turned on at 1:30 a.m. or 30 minutes prior to the end time, whichever comes first. All event marketing (On-Campus and for NIU students only) must indicate the door closing time.
 - iii. The host organization's designated Event Coordinator must participate in a pre-event meeting with NIU PD during a meeting held up to an hour prior to doors opening. Event entry will not begin until the meeting concludes.
 - iv. Guests must be at least 18 years or older for late night events. Only one guest per NIU student will be permitted at late night events.
 - v. Tickets for late night events will end ticket sales by 12:00 PM, the day of the event.
 - vi. A final list of all those receiving VIP tickets for late night events must be submitted to NIU Tickets no later than five (5) business days prior to the event.

II. **Large-Scale Events**

- a. Events are considered Large-Scale Events if they meet three (3) or more of the following criteria:
 - i. Estimated attendance of 100 to 499.
 - ii. Security is requested.
 - iii. Open to non-NIU Students/Faculty/Staff
 - iv. Use of fire
 - v. Outdoor Event
 - vi. Live music with no seating
 - vii. Heighted safety risk at the event that does not require security (i.e. car smash)
 - viii. Competitive sporting/activity that is not a NIU Athletics event/Sports Club (i.e. dodgeball tournament)
- b. Must be submitted no later than thirty (30) days in advance of the event. Prior to approval, the student organization, including the advisor, will meet with the On-Campus Events Committee to go over the event registration request and answer any questions the student organization may have about the event and determine if tickets will be needed for the event.

III. **General Events**

- a. Are all other events that are not considered a large-scale event or a major event, that are held On-Campus.
- b. General Events must be submitted no later than two (2) weeks prior to the event date.
- c. The On-Campus Events Committee will review all events and will determine if additional information is required prior to approval of events.

Event Safety

The wellbeing of NIU Students is of utmost importance, especially when hosting an event. The following information is information on safety requirements for On-Campus Events. Persons attending any event may be subject to removal from any event and could be referred to Student Conduct if they are found not following these guidelines.

- I. All attendees, including the hosting student organization members and event guests, are required to follow the NIU Code of Student Conduct.
- II. The primary responsibility of the members of the hosting student organization is to oversee and run the event—participating in the event is secondary.
- III. The hosting student organization is expected to manage the event and be responsible for maintaining acceptable conduct and demeanor of those in attendance within its capacity to do so. Fighting, taunting, or other abusive behavior, and lewd or illegal acts will not be tolerated. The hosting student organization must take preemptive measures to curtail unacceptable behavior and react responsibly to inappropriate behavior of guests. However, event security will intervene at its discretion and as appropriate and shut down the event for unacceptable behavior occurs.
- IV. The hosting student organization is responsible for the actions of any contracted/non-contracted external service providers (i.e., D.J., band, or other types of entertainment performers/managers).
- V. Drugs, or weapons of any kind are not permitted. Any person may be subject to removal from the event should their behavior be determined to be under the influence by alcohol or drugs. Referral may be made to the Office of Student Conduct. If this occurs, no refunds will be given for ticketed events. Furthermore, the organization’s privilege of hosting additional events may be in jeopardy.
- VI. Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event. The event space will be determined by the On-Campus Events Committee and the Student Organization.
- VII. No outside beverages or food can be brought into the event. The food or beverages that are at the event must be coordinated in conjunction with NIU Catering or a Preferred Vendor and the student organization.
- VIII. No alcoholic beverages can be brought into the event.

Event Security:

- I. Student Affairs staff, in conjunction with the NIU Department of Police and Public Safety will:
 - a. Assess and determine the security staffing needs for the event based on the meeting with the student organization Event Coordinator, Huskie Hub event planning form submission and organization’s event planning and host history. Additional charges may be incurred from venue security staffing.
 - i. If needs are determined, organizations may need to complete a pre-event contract with the Office of Student Involvement and the NIU Department of Police and Public Safety.
 - b. Work with the event venue to determine security needs.

- c. Follow security protocols based on the risk level determined. This may include bag/purse checks, metal detectors, additional security, etc.
- d. Non-NIU Affiliated Performers may be screened in advance by Student Involvement in consultation with the NIU Department of Police and Public Safety before they can perform on NIU's campus.
 - i. If performers are being screened, the organization will provide legal names and addresses of all contracted services (i.e., D.J.s, comedians, singers, dancers, etc.) in advance of the event, to complete a risk assessment.
- e. Reserve the right to shut down/cancel an event before or during the event due to security risks or safety concerns. Should this occur, the loss of revenue or deposit is the responsibility of the hosting student organization.

Tickets

- I. Student Involvement/Events Reservations office in consultation with the venue and/or NIU Department of Police and Public Safety will determine if ticketing is necessary for the event and may need to determine the appropriate location where tickets will be redeemed.
- II. The hosting student organization will be required to use the ticket system that is determined by the venue.
- III. Ticket profits will be deposited into an On-Campus Cost Center associated with NIU. Any ticket profit that is to go to a non-profit organization will be sent via a check and the student organization will need to provide a receipt of the profit being given to the non-profit organization.
- IV. If events are ticketed, the profit from the tickets will offset any outstanding balances the organization has accrued that are not covered by the Event Support Fund prior to giving the profit to the organization. Any outstanding balances after ticket profit is used will be the responsibility of the student organization to pay the remaining balance.
- V. The number of VIP Tickets will not be limited but must be requested at the time of ticket processing. VIP Tickets can only be given to NIU Students for late night events. These tickets will be deducted from the total number of tickets on sale. VIP Ticket lists will not be accepted for free events.
 - I. VIP tickets are not transferable.
- VI. Ticketed events will require students to have their student ID at the time of check in and if they are bringing a non-NIU guest, the guest must have a valid university ID from another institution or valid Military ID.

Preferred Vendors

- I. NIU has identified preferred vendors that have worked with NIU previously and has a good understanding of university requirements and policies. Student organizations will work with one of these preferred vendors primarily. All vendors will be listed on the [Student Involvement Website](#).
 - II. Should the student organization have a need that is not met with one of the preferred vendors or would like to use a vendor that is not on the preferred vendors list, an exemption will need to be submitted to studentinvolvement@niu.edu.
 - III. The student organization will be solely responsible for any contracts that they have with outside vendors. It is important for student organizations to understand what they are agreeing to within a contract. Student organizations should utilize [Students Legal Assistance](#) for assistance on reviewing contracts.
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Event Funding

- I. The event support fund is available to all student organizations to support their events and lower costs. If a Student Organization's event is ticketed the student ticket cost cannot be more than five dollars (\$5) to qualify for the event support fund. The event support fund will support the following:
 - a. Mandatory Security costs – Up to \$2,000
 - b. Basic staffing costs (i.e., Recreation Center Staffing)
 - i. Any other additional staffing costs will be the responsibility of the Student Organization.
 - c. Water for up to 950 attendees for Late-Night Events.
 - i. More water can be purchased at the expense of the student organization.
 - II. Should a student organization sell tickets at prices greater than five dollars (\$5) the organization will be responsible for the entire cost of the event and will not qualify for support from the event support fund.
 - III. Student organizations will also be able to request Supplemental Funding from the Student Government Association. Student organizations should follow the request process that is outlined in the [Student Organization Handbook](#).
 - IV. All other costs associated with the event are the responsibility of the student organization to pay.
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Appendix

Appendix A – Definitions

- I. **Major Events:** High level events that require additional support from the organization, NIU PD, Venue, and Student Involvement. Some events that fall into this category are Late Night Events (events that end after 11:59 PM), events with an estimated attendance of 500 people or more, events with high security risks, etc.
- II. **Late Night Events:** Events that are planned on campus that end after 11:59 PM.
- III. **Large-Scale Events:** Events that meet three (3) or more of the criteria found on page 3 of the On-Campus Events Policy.
- IV. **General Events:** All other events that are not considered a large-scale event or a major event, that are held On-Campus.
- V. **Faculty/Staff Advisor:** Full time Faculty/Staff member of the university that serves in an advisory capacity to the student organization.
- VI. **Member:** A full-time NIU Student that has chosen to officially join, on the path to join (i.e., new membership processes), or is selected to join and has accepted the offer, a student organization that is at NIU.
- VII. **Executive Board:** Members of the student organization that serve in a position that runs the student organization (i.e., President).
- VIII. **Event Safety:** Measures taken to enhance the safety of the student organization’s events and make sure that there are adequate checks in place for each event.
- IX. **Funding:** Money that is either from the organization itself hosted in an external bank account or within a student organization cost center.
 - a. **External Bank Account:** Funding that the organization alone manages and is held within a bank account not associated with the university (i.e., FNBO)
 - b. **Cost Center:** A financial account which holds money for an entity within NIU, including funded student organizations, and is guided by [NIU Purchasing Goods and Services Policy](#).

Appendix B – Submitting Events

- I. Student Organization officers will be able to submit events unless the organization has set up their general membership to do so.
- II. Student organizations will go to their organization’s page from the officer’s point of view.
- III. Select the Events tab on the left-hand menu.
- IV. Select “Create Event” in the top right-hand corner.

- V. Be sure to fill out all the information including the description with as much information as possible.
- VI. For the approval process, see the [Student Organization Handbook](#).
- VII. Video of how to [Complete Event Registration](#).

Appendix C – Campus Policies

- I. Convocation Center
 - a. <https://convocenter.niu.edu/pages/guest-services>
- II. Holmes Student Center
 - a. <https://www.niu.edu/hsc/about/policies/index.shtml>
- III. Raffle License
 - a. <https://dekalbcounty.org/wp-content/uploads/2018/10/cl-raffle-license.pdf>
- IV. NIU Contract Rider
 - a. https://www.niu.edu/studentinvolvement/_files/contract-rider-form.pdf
- V. NIU Student Code of Conduct
 - a. <http://www.niu.edu/conduct/student-code-of-conduct/index.shtml>
- VI. Poster and Chalking Policy
 - a. <https://www.niu.edu/studentinvolvement/forms-and-policies/poster-chalk-policy.shtml>
- VII. SGA Bylaws
 - a. <https://cglink.me/2sZ/ddf8f15431a79c2eae7f71317974a448cc7a361ec1eac7629b3138abcef31>