

New Jersey Institute of Technology
Large Event Policy for Student Organizations
(revised 7/12/06)

The purpose of this policy is to provide guidance and direction to student organizations for the production and success of on-campus parties and other large events within the University Campus Center. The overall goal of this policy is to establish a framework that enables recognized student organizations to host events on campus that are safe and enjoyable for the organizers, attendees and the New Jersey Institute of Technology community. All policies were written with the safety of all students, faculty, staff and guests in mind.

This policy was developed by the Campus Center Office. It has been reviewed by the Student Senate and Public Safety and approved by the Dean of Students.

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A. DEFINITION

Large Event: a large-scale event/activity where more than 100 people are expected to attend such as a dance, party or performance. A large event meets any of the following criteria:

1. Set-up is described as “an empty room” with no fixed seating and no lighting.
2. Set-up is described as requiring a stage and seating for 100 or more people.
3. A band or DJ provides the entertainment.
4. Any part of the event is described by the sponsoring organization as a dance, party or performance.

B. TERMS OF ELIGIBILITY FOR SPONSORING/PARTICIPATION

Student Organizations must adhere to and participate in the following activities in order to be eligible to sponsor and/or co-sponsor a party during the fall and spring semesters:

1. The event organizers must meet with the Associate Director of Student Activities, Reservation Manager and Public Safety to discuss event planning initiatives and complete all necessary forms for the event before it can be approved. This meeting will be scheduled by the reservations manager after the request for space has been received. **The request for space must be made at least 4 weeks before the date of the event.** Any request made with less than 4 weeks notice will not be approved.
2. The sponsoring and/or co-sponsoring organization’s advisor **MUST** be present during all hours of the event (including the time needed to assist toward the success of the event). If the primary advisor is not available, he/she must identify and secure, in writing, a responsible replacement at least **one week** before the event. That replacement must be approved by the Director of Campus Center of designee.
3. The sponsoring organization must contract Public Safety for the duration of the event. The number of security/police personnel will be determined by the Director of Campus Center or designee. All contracted fees must be paid by the sponsoring organization before final approval of the event.

C. EVENT DATE & ROOM SELECTION

1. An executive board member from the sponsoring organization(s) must submit all necessary paperwork for the event to the Campus Center Reservations Office at least 21 weeks before the event. The necessary paperwork includes, but is not limited to: Event Request Form, Speaker/Performer Contract, Space Request Form, security contract, and a copy of the flyer and/or ticket. All forms are available in the Campus Center Office or online at <http://campuscenter.njit.edu>

D. PARTY GUIDELINES

1. Large events in the ballroom will be limited to (2) per week, unless special permission is given by the Campus Center Director or designee.
2. Large events will be held on Wednesdays, Thursdays, or Fridays, unless special permission is given by the Campus Center Director or designee.
3. Sponsoring organizations must be registered with the Campus Center and either the Student Senate, IFSC or GSA.

E. ADVERTISEMENT

1. **All advertisements must be approved by the Director of the Campus Center or designee before they can be posted.**
2. **The focus of the advertisements should be for NJIT students.**
3. All flyers must have the starting and ending time of the event, date, cost, location and name of sponsoring organization(s).
4. All flyers must state that all NJIT students and NJIT guests must have valid college IDs and tickets.
5. All flyers must state that head gear is not permitted.
6. All flyers and tickets must state that no one will be admitted after 12:00 midnight.
7. Flyers must state that NJIT will sell tickets at the Information Desk in the Campus Center from 1:00pm – 6:00pm from Monday through Friday.
8. All tickets must be given to the Associate Director of the Campus Center for sale at the Campus Center Information Desk. Any tickets printed in excess of the approved attendance number will be held by the Associate Director to ensure that they will not be sold. Organizations may provide free tickets to members and guests by supplying a list of names to the Associate Director.
9. **Any tickets remaining on the date of the event after 6:00pm may be sold at the Campus Center Desk to NJIT Students only until 9:00pm.** Tickets will not be sold at the door of the event.

F. ADMISSION

1. Events will be limited to 300 people for the Campus Center ballroom and . Advance ticket sales begin three (3) weeks prior to the date of the party. The tickets will be printed and sold out of the Campus Center from 1:00pm-6:30pm, Monday through Friday. NJIT students may purchase 2 tickets for non-NJIT students. All NJIT

students and guests must present their valid picture college ID and advance purchased ticket at the door.

2. When purchasing tickets for guests, students must have their full name and the institution that they attend. All guests must have college I.D.
3. **TICKETS ARE NON-REFUNDABLE UNLESS THE EVENT HAS BEEN CANCELLED OR POSTPONED!**
4. Sponsoring organization(s) must use wristbands and/or hand stamps for party attendees. NJIT guests must have a different color wristband or stamp than NJIT students.
5. All attendees are required to wear a wristband and/or stamp during the entire course of the event.
6. Only college students with a valid college picture ID will be admitted. Driver's licenses or other forms of ID are NOT acceptable.
7. Guests must be at least 18 years of age.
8. The sponsoring organization(s) is permitted to have 10 people (per sponsoring organization) on the VIP or guest list. That list must be given to the Director of the Campus Center or designee at least one (1) week before the event. Students on the guest list must visit the Campus Center Office to personally pick up their ticket.
9. The Director of the Campus Center or her designee will have final say as to any attendance changes.
10. Events will begin at 9:00 p.m. Doors will open at 9:00 p.m. and will be closed for admittance at 12:00 midnight. After the doors are closed, no one will be allowed to enter the party unless the individual shows the distinguishable wristband/stamp for re-entry.
11. No packages, bags, backpacks, bottles, including water and/or any other items deemed inappropriate by NJIT Public Safety, administrative chaperones and/or sponsoring organization will be allowed into event.
12. No alcohol or drugs will be allowed. All attendees will be checked by security and/or NJIT Police for weapons, alcohol or drugs. Individuals selling or distributing drugs or alcohol will be prosecuted to the fullest extent of the State law and/or University policy.
13. Parties will end by 12:50 a.m. At the event's end, University staff or NJIT police will turn on the lights and the sponsoring organization will make an announcement thanking everyone for attending and asking the guests to leave the campus. The Campus Center must be evacuated by 1:20 a.m. All required security staff, advisors

and Campus Center staff must stay until everyone else leaves the Campus Center. No loitering in the Campus Center or campus areas is allowed after parties.

G. CANCELLATIONS & REFUNDS

1. A party may also be cancelled/ postponed due to University closings and/or emergencies.
2. The President of the sponsoring organization will be notified of the cancellation by the Campus Center Director or Designee.
3. It is the sponsoring organization's responsibility to contract the DJ for another event in the event of a cancellation/postpone.
4. Any student who has purchased tickets for an event that has been cancelled/postponed may receive a refund from the Campus Center Office.

H. DUTIES OF UNIVERSITY STAFF, ORGANIZATION, ADVISOR & SECURITY PERSONNEL

1. Advisors and NJIT Public Safety will arrive 30 minutes prior to the event to receive specific instructions from Campus Center staff. Each person will be strategically located inside and outside the event. They will monitor halls and bathrooms and assist with the overall management of the event.
2. Campus Center staff, advisors and NJIT Public Safety must stay until the end of the event. All party attendees must vacate the building before the aforementioned staff leave.

I. NJIT PUBLIC SAFETY & CAMPUS CENTER STAFF EXPECTATIONS

The following is expected of NJIT Public Safety Officers and Campus Staff:

1. Arrive 30 minutes before the event.
2. Monitor entrance and exit doors for proper ticket taking.
3. Check for possession of weapons, alcohol and/or drugs.
4. Monitor main entrances, assist in identifying those students who may be under the influence of drugs and/or alcohol. Students under the influence of drugs and/or alcohol will not be permitted into the event.
5. Confiscate all alcoholic beverages.
6. Remove any and all unruly or intoxicated individuals.
7. Monitor bathroom areas.
8. Disburse the crowd after the event.
9. Provide security to outside areas while guests are leaving.
10. Provide security to outside areas while participants are leaving.
11. Provide escorts throughout campus to residence halls, etc. when necessary.
12. Inform NJIT students and guests attempting to attend the event that they will not be admitted when the party has reached capacity (300) and/or the doors have been closed at 12:00 midnight.

13. NJIT Public Safety and Campus Center professional staff will work together to respond to problems inside and outside of the facility and work to clear the area after the event is over.
14. NJIT Public Safety and professional staff will immediately respond to problems as they arise within the party.

J. FINANCES

1. Accurate records must be kept on all monies collected for the party. Copies of receipts showing payment to sponsoring organizations will be kept in the Campus Center office.

K. DAMAGES & VIOLATIONS

The sponsoring organization(s) may be billed for damages resulting from the event. Groups in violation of the guidelines for major events rules and regulations may be subject to suspension of programming privileges. The Director of The Campus Center or designee will determine the length of suspension based on the violation.

L. PARKING

Parking arrangement should be considered as part of the planning for a special event.

These procedures are guidelines and may be modified on a case-by-case basis as needed at the discretion of the Director of the Campus Center or designee. The guidelines do not constitute a contract and are not intended to create a liability or obligation on the part of New Jersey Institute of Technology.

Failure to abide by any of the above policies is grounds for cancellation of an event.