

Illinois State University/Bone Student Center
Scheduling and Event Services Office
100 N University St. Campus Box 2640
Normal, IL 61790-2640
Phone 309 438-2222 Fax 309 438-3544

REQUEST FOR LATE NIGHT EVENT

This form must be completed and signed by a member of the executive board from the requesting organization and returned for approval, to the Scheduling and Event Services Office a minimum of 30 days prior to the date requested. **Requests made less than 30 days prior to the date requested may not be approved.** Approval or denial of requests will be made within five working days of receiving the completed form. The event is confirmed only when the applicant receives an approved copy of this form. Upon approval applicant assumes responsibility for canceling the event as well as any financial costs incurred, as stated in the Late Night Event Policy and License Agreement. In signing this request the applicant acknowledges and understands their responsibility for abiding by the Late Night Event Policies as well as Bone Student Center and University Policies.

Please Print

Event Name: _____ Event Date: _____

Room Requested: _____

Organization Name: _____

Organizations Address: _____

Applicant: _____ Phone: _____

Signature: _____ email: _____

Advisor: _____ Phone: _____

Signature: _____ email: _____

Note: Only one event may be requested per form. Only one Late Night Event can be scheduled per weekend. Late Night Events are scheduled from 11:30 p.m. to 2:30 a.m. on Friday or Saturday night only. Please refer to the Late Night Event Policy form for specifics. This form must be signed and returned to the Scheduling and Event Services office before the 30-day deadline for consideration.

Bone Student Center use only

Approved _____ Denied _____

If denied why: _____

Date of Event: _____ Room: _____

Security Meeting Scheduled for: _____

**Illinois State University/Bone Student Center
Late Night Event Policy**

GUIDELINES and RESPONSIBILITIES:

The purpose of the Late Night Event Policy is to provide a minimum set of guidelines for hosting social events in the Bone Student Center for Illinois State University students and their guests. A Late Night Event may be defined as any Friday or Saturday evening event scheduled past 11:00p.m. in the Bone Student Center. Student organizations requesting usage of the BSC are required to be a Registered Student Organization with the Student Involvement Center.

SCHEDULING

1. A registered student organization must submit a "Request for Late Night Event" form to the Scheduling and Event Services Office at least 30 days prior to the date requested. Once the form has been received, a Bone Student Center representative will notify the organization within five business days as to the status of the request. Requests for Late Night Events made less than 30 days prior to the date requested may not be accepted.
2. The sponsoring organization must attend a scheduled pre-event planning meeting at least 10 business days prior to the scheduled event. One student representative and the organization's advisor (or approved designee) is required to attend this meeting. Failure to attend this meeting may result in the cancellation of the event.
3. All requests for Late Night Events are subject to approval by the Director of the Bone Student Center based upon the recommendation from the Event Coordinator, room availability, and University Police availability. Late Night Events are not held on weekends of home football and basketball games or the weekend preceding Final Exams during any semester. Exceptions to this policy will be made by the University Police Department and the Director of the Bone Student Center.
4. Two Late Night Events can occur on the same night in two different rooms in the Bone Student Center as long as both groups agree to Security starting at 10:00 p.m. with the event starting at 11:30 p.m. and equal payment for all services.
5. Late Night Events are confined to Friday or Saturday nights from 11:30 p.m. to 2:30 a.m. Late Night Events are not allowed on consecutive nights. Exceptions to this policy will be made by the University Police Department and the Director of the BSC.

ATTENDANCE

1. Only Illinois State University students and their guests can attend a Late Night Event. Each ISU student is allowed to **pre-register** two non-university guests. All ISU students registering guests must attend the event and have a valid Illinois State University student ID. Guests must be pre-registered via the Bone Student Center website by 4:00 PM the business day prior to the event. All guests must present the confirmation ticket and a valid **government-issued** photo identification card before entry into the event and must be at least 18 years of age. Traffic tickets are **NOT** valid forms of identification.
2. **RE-ENTRY INTO THE EVENT WILL NOT BE PERMITTED.** The Director of the Bone Student Center will make any exceptions to this policy.
3. The Bone Student Center Late Night event will begin at 11:30 p.m. only if the building is secure, and the organization's advisor (or approved designee) is present.
4. Admittance to the event is limited to the capacity of the room/building or the 1:30 a.m. cut off time (whichever comes first). After 1:30 a.m., nobody will be allowed to enter the event. The last song will be played at 2:25 a.m.
5. The maximum room capacity for the Brown Ballroom is 1200 people.

COST / PAYMENT

Organizations hosting a Late Night Event can charge up to \$5.00 for ISU students and up to \$10.00 dollars for guests. Men and women must be charged the same rate.

All payments for Late Night Events are due upon receipt of the billing statement. Failure to remain in good financial standing will result in the loss of all scheduling privileges. Organizations not in good financial standing with the Bone Student Center will not be allowed to schedule or host a Late Night Event until the outstanding balance has been paid. Organizations that are revoked because of non-payment of outstanding bills will have their room released (if scheduled) and must submit another "Request for a Late Night Event" in order to re-schedule an event. The original "Request for a Late Night Event" becomes invalid if the organization is revoked.

PARKING

Patrons should park in the lot directly behind the Bone Student Center. Parking Services will not be charging for parking during the event hours but school ID's and guest confirmation tickets will be checked at the entrance.

SECURITY

All Late Night events require the presence of Security and the use of metal detectors. All Late Night Events scheduled in the Bone Student Center will use the first floor East/West entrances for Security check-in. The sponsoring organization will absorb all charges incurred for security.

1. A Late Night Event Manager from Guest Services will handle all Security for the event in conjunction with the University Police Department and the Bone Student Center. **However, the sponsoring organization will need to appoint two students to collect money, and two students to help secure wrist bands on patrons.** Wristbands will be provided to the organization and must be worn by all patrons/sponsoring organization volunteers.
2. The sponsoring organization must have an advisor (Greek Chapter / Faculty/Staff) or designee (as approved by the Scheduling and Event Services office) present throughout the entire event. The advisor/designee must be visible and accessible throughout the event.
3. The sponsoring organization should take active responsibility for the event by being visible, proactive, and accessible. The organization will help assist with the overall "hosting" of the event as well as the clearing of the room/building. The event may be canceled if members are not available to provide the above services. The decision to cancel an event on site will be made by the Late Night Event Manager or designee in collaboration with University Police Department, Bone Student Center staff and the sponsoring organization. However, the final decision rests with the Late Night Event Manager or designee, or highest-ranking Bone Student Center staff member in attendance.
4. A meeting between the Late Night Event Staff, the University Police Department, the advisor and the sponsoring organization's volunteers will take place the night of the event at 10:30pm to summarize the guidelines stated in this policy. Volunteers will be required to be processed through the metal detectors and register with their ISU student ID.
5. Contracted vendor (i.e. DJ, sound/lighting equipment, furniture, etc.) information is required to be provided two days in advance of the event to the Scheduling and Event Services Office. Vendor and up to two employees may be allowed to enter the event after processing through metal detectors, a bag and equipment search and with proof of photo identification.
6. For security reasons; purses, bags, alcohol, food, beverages, canes, weapons, guns, drugs, and containers are strictly prohibited.

UNIVERSITY POLICE DEPARTMENT / EMERGENCY MEDICAL PERSONNEL

1. The University Police Department will have responsibility for monitoring activities in the Bone Student Center Parking Lot and may request those loitering or not entering the event to leave any or all University property.
2. The University Police will periodically make a walk-through of the event and assist with crowd control at the metal detectors during peak times of patrons entering.
3. The primary responsibility for confronting patrons creating disturbances will be the responsibility of the

sponsoring organization, unless a Late Night Event Staff member or member of the University Police Department is immediately present at the site of the disturbance and members of the sponsoring group are not immediately available. Whenever risk of personal injury or safety appears imminent, the University Police Department will be contacted to handle the situation. The University Police or Late Night Event staff reserve the right to turn on lights and shut down music until all immediate risks are mitigated. The event may be cancelled if there is a continued risk of safety to others.

4. The University Police Department will clear the parking lot, however, additional expenses will be incurred for the time it takes or when additional officers are required to assist. Sponsoring organizations may assist clearing the parking lot to avoid incurring additional expenses.
5. Events held in the BSC will require a minimum of eight (8) officers from University Police Department, a minimum of twenty-five (25) Late Night Event Staff and four (4) emergency medical personnel. Officers are required from 10:30 p.m. until the end of the event and clearing of the parking lot. Late Night Event Staff is required from 10:00 p.m. until the building is clear and secured.

CANCELLATION

The sponsoring organization may cancel a Late Night Event without penalty no less than 21 calendar days prior to the scheduled event directly to the Scheduling and Event Services Office of the Bone Student Center. Failure to cancel a Late Night Event less than 21 calendar days prior to the scheduled event may result in a \$100 cancellation fee.

Cancellation of a Late Night Event less than 7 calendar days prior to the event may result in a \$200 cancellation fee.

Cancellation of a Late Night Event the night of the event due to the absence of the advisor (or approved designee), DJ not arriving, or security risks (as determined by Late Night Event Staff and the University Police Department) will result in a charge of **no less** than the cost of 2 hours of Security and the University room rental rate. If the sponsoring organization decides to end the event prior to 2:30 a.m., they will be responsible for the cost of the services used up to that point (above and beyond the minimal required 2 hour charge), as well as any additional charges for clearing the building and parking lot.

LIABILITY / ACCOUNTABILITY

The sponsoring organization is responsible for all damages, defacement or injury to persons or property during the event, whether caused by the sponsoring organization, one of its members or one of its guests.

Failure to abide by the guidelines outlined in this policy may result in suspending the sponsoring organization from eligibility to sponsor or schedule future Late Night Events or other events for a specified or indeterminate amount of time.

Any student documented for a violation of the Code of Student Conduct will be referred to Community Rights and Responsibilities and may be barred from attending any further Late Night Events. Illinois State University students are responsible for the behavior of their registered guests.

Students and guests may be temporarily banned from the event and/or the facility by University Police for violation of Late Night Event rules, the Code of Student Conduct, or criminal laws. Violations of temporary bans may result in the arrest of the violator for Criminal Trespass to State Property.

Student Organizations documented for a violation of the Code of Student Conduct or Late Night Event Policy will be referred to Community Rights and Responsibilities, as well as the Dean of Students' Office.