William Paterson University Policy
Campus Activities, Service and Leadership

SUBJECT:	Student Organization Events		TITLE:	Student Organization Event Policy	
CATEGORY: Check One	Board of Trustees ☐	University ☐	Functional ☐	School/Unit ■ X	
Responsible Executive:	Director, Campus Activities, Service and Leadership		Responsible Office:	Campus Activities, Service and Leadership	
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LAST REVIEWED: 6/27/2024

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PURPOSE:

These policies and procedures provide guidance and direction to student organizations and groups regarding virtual, on and off campus events. The overall goal of the policy is to establish an equitable framework that enables recognized student organizations at William Paterson University to host events on campus that are both safe and enjoyable for the organizers, attendees and the William Paterson University community. Only student organizations and groups recognized by the Student Government Association, Greek Senate, and/or Campus Activities, Service and Leadership that are in good standing are eligible to hold events.

The Office of Campus Activities, Service and Leadership (CASL), University Police, Student Government Association (SGA), and the Office of the Vice President for Student Development collaboratively developed this policy. Any amendments should involve all entities, with the ultimate approval by the Vice President of Student Development.

ACCOUNTABILITY

The Office of Campus Activities, Service and Leadership is responsible for enforcing this policy.

DEFINITION(S)

Student Organizations are groups recognized by the Student Government Association, Greek Senate, and/or Campus Activities, Service and Leadership.

Small Scale event is where fewer than 75 people are expected to attend.

Medium Scale event is where 76 - 200 people are expected to attend, and where extensive technical or logistical set-ups may be required.

Large Scale event is where 201 - 399 people are expected to attend, and extensive technical or logistical set-ups may be required.

Mega Event is an event in which 400 or more people are expected to attend, and where extensive technical and/or logistical set-up may be required.

Virtual events are defined as activities that do not require physical space and are conducted entirely utilizing such platforms as Zoom and Teams.

Hybrid events are defined as an event that requires a physical space, as well as utilizing a platform such as Zoom or Teams.

Security Meeting is defined as a meeting with the student organization, Campus Activities, Service and Leadership and University Police to determine security needs for an event.

POLICY

Event Scheduling Information

Scheduling an event requires several steps and approvals. The University requires student organizations and other groups to use 25 Live room reservation system for all event scheduling. In addition, student organizations must submit their event information into the Pioneer Life system, and be approved by Campus Activities, Service and Leadership staff prior to moving forward in planning. Please refer to Student Organization Event Scheduling Information before planning an event.

Student Organization Event Categories and Requirements

Student organization events vary in their purpose, size and attendance, and may require specific resources and staffing. The following event designations are a guide to planning student organization programs and activities. However, events may be subject to a combination of the provisions delineated in this policy. Prior to any formal event designation, consultation with Campus Activities, Service and Leadership (CASL) as well as University Police will be required for any higher risk activities, events expecting large attendance and/or external guests. Organizations that falsify event attendance requests or other information may be subject to disciplinary action.

Due to the high demand for use of large university event spaces, and to allow for equitable use among all student organizations and the university community, the following categories and guidelines are established for student organization event requests.

Organization Meetings

Student Organizations are encouraged to host and promote regularly scheduled meetings with their members to conduct organization business. In-person meetings require a room reservation request in 25Live. Generally, student organization meetings do not need Campus Activities, Service and Leadership approval.   However, if the organization wants to convert their meeting to an event, then CASL approval will be required, as well as submitting an Event Form in Pioneer Life and following the student organization event policies, procedures and timelines. Organizations can pivot up to three (3) meetings to an event, per semester with CASL prior approval.

Virtual / Hybrid Events

Virtual events are defined as activities that do not require physical space and are conducted entirely utilizing such platforms as Zoom and Teams. Organizations may host unlimited number of virtual events. WP students have unlimited access to Zoom and Teams through WPConnect. Organizations are still required to submit an Event Form in Pioneer Life at least one week prior to the event, and be approved by Campus Activities, Service and Leadership.

Hybrid events are defined as an event that requires a physical space, as well as utilizing a platform such as Zoom or Teams.   These events follow the procedures below depending on the event scale and size. Organizers should indicate that an event is hybrid in 25Live and request needed audiovisual support (i.e. laptop, projector, and screen).

Demonstrations

Student organizations wishing to organize a demonstration must adhere to the university's Student Demonstration Policy.

Small Scale Events

A Small Scale event is where fewer than 75 people are expected to attend. Campus Activities will confer with University Police as needed to determine if coverage is required (i.e. events with external guests, controversial speakers). These events may include, but are not limited to, game and movie nights, discussion groups, karaoke, lip-sync, and/or performance events, organization only events, lectures, etc.

Scheduling:
- Organizations may request an unlimited number of Small Scale Events each semester.
- Small Scale events may take place any day of the week.

Security:
- University Police officers may be assigned to these events.
- If University Police are required, this event will be considered a Medium Scale Event.
- A security meeting may be needed.

Staffing:
- Student Organization Advisor (or designee) encouraged to be present.
- Campus Activities, Service and Leadership will determine if staff coverage is needed.

Medium Scale Events

A Medium Scale event is where 76 - 200 people are expected to attend, and where extensive technical or logistical set-ups may be required. These events may include, but are not limited to, specialized performances (concerts, stage shows, etc.), pageants, comedy shows, hypnotist shows, lip-syncs, karaoke events, basketball tournaments, and lectures. These events are similar to Large Scale Events but require fewer University Police officers and may not require a security meeting.

Scheduling:
- Organizations may request an unlimited number of Medium Scale Events each semester.
- Medium Scale Events may take place any day of the week.
- To help manage a variety of events and the resources available to support the events, no more than a total of two (2) Medium Scale Events or one (1) Medium and one (1) Large Scale Event will be scheduled per evening, unless otherwise approved by CASL staff.

Security:
- Medium Scale Events typically require a minimum of one (1) University Police officer per 150 attendees (1:150 ratio).
- If more than two (2) University Police officers are required, then this event may be considered a Large Scale Event. One (1) Officer for first 150, a second (2) officer is needed for 151 – 200 people.
- Outside security is not needed.
- A security meeting may be required during the planning stages of these events.
- Some Medium Scale Events that are seated / not active may proceed with limited, if any, Police coverage at the discretion of CASL staff in consultation with University Police. These events pose little or no risk of injury to participants or damage to the facility (i.e. lectures, movies, induction ceremonies, award dinners without dancing, etc.), attendance is limited to WP students, faculty and staff, and money transactions will not occur at the event.
- Some medium size events over 150 people may require organizers / staff to count and wristband attendees to ensure compliance with requested event attendance.   This will be determined by CASL in consultation with University Police.

Staffing:
- Student Organization Advisor (or designee) must be present during the event.
- Campus Activities, Service and Leadership will determine staffing needed for the event.

Large Scale Event

A Large Scale event is where 201 - 399 people are expected to attend, and extensive technical or logistical set-ups may be required. Large Scale events may include, but are not limited to, dances, dinners, comedy shows, concerts, fashion shows, talent shows, Greek yard shows and new member presentations, and lectures. The following criteria apply to Large Scale events:

Scheduling:
- Only one (1) Large Scale or one (1) Mega Event (see below) may take place during a single evening.
- Up to three (3) medium and/or large scale events may take place during a calendar week depending upon staffing availability.
- Organizations may sponsor or co-sponsor one (1) Large Scale Event to take place during a one (1) week period. CASL staff reserves the right to allow / deny additional events.
- Organizations may request up to four (4) Large Scale events per semester.
- Annually budgeted student organizations (i.e. SGA, Greek Senate, SAPB) and SGA Theme Celebration Committees (i.e. Pioneer Pride, Heritage Theme Celebrations) may request additional Large Scale Events.

- Additional Large Scale Event requests must be made to, and approved by, the Director of Campus Activities, Service and Leadership (or designee) in consultation with University Police.
- Approval of additional Large Scale Event requests is based on the Student Organization Event Policy, funding, availability of event space, already scheduled similar and / or competing events, and personnel resources needed to cover the event (i.e. Advisors, University Police). The Director of CASL and University Police must approve additional event requests.

Security:
- Requires one (1) University Police officer to 100 attendees (1:100 ratio).
- Large Scale Events may also require metal detectors, outside security personnel, and Student Patrol.
- A security meeting will be required during the planning stages of these events.
- Large Scale events may require organizers / staff to count and wristband attendees to ensure compliance with requested event attendance. This will be determined by CASL in consultation with University Police during the security meeting.

Staffing:
- Student Organization Advisor (or designee) must be present during the event.
- Staffing will include Campus Activities, Service and Leadership staff (or designee).
- These events may require additional facilities staff (i.e. electrician, housekeeping).

MEGA Event

A Mega Event is an event in which 400 or more people are expected to attend, and where extensive technical and/or logistical set-up may be required. Mega events may include, but are not limited to, concerts, dances, comedy shows, fashion shows, Greek showcases and yard shows, and lectures. If a group wants to sponsor or co-sponsor a Mega Event, they must receive permission from the Director of Campus Activities, Service & Leadership or designee. The following criteria apply to Mega Events:

Scheduling:
- Organizations, except for SAPB, may only sponsor or co-sponsor one (1) Mega Event per semester.
- Only one (1) Mega Event (taking place during the evening and/or weekend) may be scheduled per calendar week (Monday – Sunday). Approval will be determined by resources available to support the event including space and staffing, and other competing events.
- Campus Activities, Service and Leadership, in consultation with University Police, reserves the right to allow / deny additional events.

Security:
- Dances and/or concerts will require one (1) University Police officer per 50 attendees (1:50 ratio).
- Other Mega Events will require a minimum of one (1) University Police officer per 100 attendees (1:100 ratio). Adjustments may be made at the discretion of University Police.
- Mega Events may require metal detectors, outside security personnel, and Student Patrol as deemed necessary by University Police.

- A security meeting will be required during the planning stages of these events.
- Mega Scale events may require organizers / staff to count and wristband attendees to ensure compliance with requested event attendance.   This will be determined by CASL in consultation with University Police during the security meeting.

Staffing:
- Student Organization Advisor (or designee) must be present during the event.
- Staffing will include Campus Activities, Service and Leadership professional staff.
- These events typically will require additional facilities staff (i.e. electrician, housekeeping).

A Dance or Concert is defined as a Mega Event. The following additional criteria apply:
- Attendance is limited to 400 students. The organization may request that guests be permitted to attend. CASL and University Police will consult regarding approval for guests. Guests should be accompanied by a WP student during the event.
- Permission for increased attendance and/or guests for a special event must be approved by CASL and University (i.e. SAPB Spring Jam Concert).
- A dance and/or concert will be limited to four (4) hours. Ticket sales will not be permitted during the last hour of the event.
- Advance ticket sales or distribution is required (see section Advanced Ticket Sales).
- Based on the required pre-event security meeting, University Police officers and/or additional security personnel will be staffed at a ratio of no less than one (1) Police officer to 50 attendees (1:50 ratio) for dances and concerts. Additional officers and security measures including metal detectors and outside security personnel may be required.
- CASL staff may determine the dates for these events in advance to avoid conflicts with other campus activities and ensure availability of required resources.

Outdoor Events

Outdoor events must adhere to additional criteria and requirements.   Outdoor events may also fit the criteria of other events types and follow both and/or a hybrid of the policies (i.e. an outdoor concert may need to follow concert ticketing policy and mega event police coverage ratio.)

Scheduling:
- Capacity for the event will be determined in consultation with Campus Activities, Service and Leadership and University Police.
- Outdoor Events with amplified sound cannot occur after 10:00pm (as per Wayne town noise ordinance).
- Amplified sound must occur only during non-class times and cannot disrupt other university functions. Requests for amplified sound during class times must be approved by the Director of Campus Activities, Service and Leadership.
- Attendees and performers should be clear from building entry and exit ways to allow access to buildings at all times during the event.
- Outdoor performances may require visual and physical barriers between attendees and performers.
- Restroom access and rain locations/dates should be part of the planning of any outdoor event.

- Outdoor events are held on Zanfino Plaza, Caldwell Plaza, athletic fields, or other designated outdoor spaces on campus.
- Outdoor event locations should be selected to not interfere with academic or other university business.
- Locations of outdoor events may require additional approval from Events and Conference Services and the area manager (i.e. Residence Life for all areas near halls, Athletics for all fields.) Requests to use parking lots for an event (i.e. car show) must be approved by University Police and may require additional officers.

Security:
- Security requirements for Outdoor Events held after 5:00pm or on weekends require one (1) Police officer for each 75 attendees (1:75 ratio), with a minimum of three (3) Police officers.
- Additional Police, outside security and Student Patrol may be required, depending on the classification of the event (i.e. Mega) and the location (i.e. parking lot).
- A security meeting may be required during the planning stages of these events.

Attendance:
- As outside events typically do not require tickets, student organizations must make every effort to accurately report anticipated attendance during the event planning stages.

Staffing:
- Student Organization Advisor (or designee) must be present during the event.
- Staffing may include CASL staff (or designee), depending on the classification of the event.

Event Hours

All student organization events must adhere to days and times that are reasonable and not in violation of other policies including noise ordinances and quiet hours if held in or near residence halls. Event end times should take into consideration building closing times and allow ample time for clearing guests out of the venue and for cleaning up. Event times may be subject to set-up times and other events taking place on campus. Events are not held during periods and holidays when the university is closed or specific "block-out" dates as determined by Campus Activities, Service and Leadership. Please refer to Student Organization Event Scheduling Information for additional information.

Events & Conference Services will work with student groups to make sure there is ample set-up and break down time when holding an event on campus. University Police coverage times are determined per event in consultation with Campus Activities, Service and Leadership staff. Typically, University Police will be scheduled 30 minutes prior to the start and 30 minutes past the conclusion of the event (see section: Event and Security Staffing).

All events held on Friday or Saturday nights should conclude no later than 1:00am. Events on other nights on campus will conclude by 12:00 midnight. Outdoor Events with amplified sound cannot occur after 10:00pm (as per Wayne Town noise ordinance). Organizations must notify attendees at least fifteen (15) minutes prior to the conclusion of the event that the event will be ending. For indoor events, lights will be turned on fifteen (15) minutes prior to the scheduled conclusion of the event.

Special events may last longer with special permission from Director of Campus Activities, Service and Leadership, but additional costs to keep facilities open and longer security shifts will be necessary.

Event Attendance

Guest Policy

Student organization events are primarily to benefit the William Paterson University student community.

- Guests, when applicable, will be limited to one guest per currently registered WP student. A guest is defined as anyone who is not a currently registered WP student.
- All guests at events, including trips, must be at least 18 years of age, unless Campus Activities, Service and Leadership grant prior permission.
- Requests to adjust the Guest Policy for an event must be made during the planning phase, and approved by Campus Activities, Service & Leadership, University Police, and/or the funding organization (i.e. SGA).
- Whenever possible, ID scanners will be used at the time of ticket sales to ensure that student tickets are going to currently registered WP students.
- Currently registered WP students with WP identification may purchase only one guest ticket per event.
- If available, guest tickets will go on sale one week after student tickets are made available for sale.
- Guest tickets should be purchased in advance and may not be available at the door of the event.
- Guests cannot directly purchase tickets for an event unless otherwise approved during the event planning phase by Campus Activities, Service and Leadership (i.e. WP faculty / staff).
- Students will always be responsible and accountable for their guest's behavior. Guests must accompany their student host during the event and depart when their student host leaves the event.

Advanced Ticket Sales

Ticket sales for events must first be offered publicly to the William Paterson University community to maximize the participation of WP students. Tickets are non-transferable and must be used by the student purchasing the ticket and the intended guest. Tickets cannot be resold.

- The number of tickets for any event must be limited to the approved attendance for the event or the capacity of the room/facility in which the event will take place.
- Ticket sales must follow SGA Financial Guidelines to establish price and must be available in the CASL Office no later than two weeks prior to the date of the event.
- Until printed tickets are available for distribution, they will not be sold in the CASL Office. Off-campus events will have spaces signed up / sold in advance and tickets distributed at the event (i.e. Broadway show).

- Student Organizations may only sell tickets with prior approval and arrangements at the following locations:
  - Campus Activities, Service and Leadership Office (UC 116)
  - Shea Center for Performing Arts Box Office
  - At the door of the event. Funds collected must be secured in the CASL Office prior to the conclusion of the event. Additional University Police may be needed to ensure the safety of the funds collected.

Advance ticket sales may be implemented for all Mega and Large Scale Events, and will be determined by Campus Activities, Service and leadership in consultation with University Police. These sales will function similarly to current off-campus trip sales conducted through the Office of Campus Activities, Service and Leadership and will conclude by 4:00pm on the day of the event. If 50% of tickets have not been sold by 48 hours prior to the start of the event, the event may be cancelled.

Event Admission Requirements

Depending on the classification of the event, admission requirements may vary. Some events may be required to adhere to the following admission policies. Campus Activities, Service & Leadership in consultation with University Police, will determine whether all or a portion of the following will apply for a specific event:

- Required ID: William Paterson University students with valid WP I.D. will be permitted to enter. One guest per WP student will be permitted to enter the event if they possess valid photo I.D.
- Guest Tickets: Event guest tickets will only be available for pre-purchase by the WP student for their guest (see Guest Policy).
- Wristbands: All people attending a Mega or Large Scale Event may be required to wear a wristband throughout the duration of the event as determined by Campus Activities, Service and Leadership and University Police. Anyone who is required to, and does not wear a wristband, will be escorted from the event.
- The DJ, band, musicians and/or performers, as well as the key organization representatives, must wear different colored wristbands.
- Prior to the start of ticket sales, the sponsoring organization(s) must provide a list to Campus Activities, Service and Leadership to verify the names of the DJ, band musicians, other's associated with the performer, as well as student organization representatives present at the event.
- Anyone caught misusing wristbands (i.e. transfer to other people, bringing them from outside, etc.) will be removed from the event and may face disciplinary charges.
- No Re-Entry:
  - No one will be permitted re-admittance into Mega and Large Scale events. Attendees may have their wristbands removed before leaving the event.
  - Additional people will not be permitted to re-use wristbands and/or replace those who have left the event.

- o Signs will be posted alerting people in attendance of this policy.
  - o The only exception to re-entry is for those in the sponsoring organization, DJ or band that are identified with different colored wristbands.
- Intoxication:
  - o Any individual who appears to be under the influence of alcohol and/or drugs, in any form, will not be permitted to enter the facility and/or event.
  - o University Police will be asked to intervene when an individual is perceived to be under the influence of alcohol and/or drugs.
- Inappropriate Items:
  - o No packages, bags, back packs, bottles including water, and/or any other items deemed inappropriate by University Police will be permitted inside Mega and Large Scale events.
  - o No admission will be granted to individuals who are found to be in possession of items classified as weapons or illegal drugs (including marijuana).
- Safety:
  - o Discretion will be given to University Police to determine public safety concerns that may prohibit entry. Whenever possible, these matters will be discussed at the required security meeting and be posted at the entrance to the event.

Event Security and Staffing

Security Meeting

Prior to any Mega or Large Scale Event, and any other events that require a security meeting, representatives from the sponsoring organization(s), Campus Activities, Service and Leadership, and University Police, and if needed Events & Conference Services, Catering, Facilities and the building manager, will meet to determine final arrangements including, but not limited to:

- Crowd control (i.e. wristbands, tickets, organizational members working the event, barriers).
- Operational hours (set-up, start and end times, clean-up).
- Cost and financial controls (ticket sales, depositing funds).
- Security coverage (number of officers needed, costs, additional security needs).
- Student Organization Advisor coverage. The sponsoring organization's Advisor is expected to be present during the event.

Security Costs

For any event that is determined to require additional security services personnel (outside or University security) by Campus Activities, Service and Leadership, in consultation with University Police, the club or organization will be required to support all related security expenses beyond those traditionally offered to events on campus. Student groups must budget for these expenses in the proposal stages to the SGA and/or Greek Senate to avoid cancellations or postponements of events.

Organizations recognized by Greek Senate are required to place the needed funds, in advance of the event, into their OP account with the SGA Financial Manager, or pay directly for security, set-up and cleaning costs. Estimated costs will be provided to the group during the planning stages for the event. These groups must provide a purchase order request, and/or a University or certified check for these

expenses within two weeks of the completion of the event. If damages occur or bills are unpaid, the group may face disciplinary sanctions imposed by Campus Activities, Service and Leadership.

Security and University Police Roles

University Police, Student Patrol, and outside security as needed, will provide all security. No additional outside security may be hired to support a university event unless requested by University Police. University Police will be responsible for the following activities at an event:

- University Police will be scheduled 30 minutes prior to the start and 30 minutes after the conclusion of the event. Student groups are encouraged to assist with dispersing guests at the conclusion of the event. If Police coverage is needed beyond the scheduled 30 minutes, additional charges may be incurred by the student organization.
- University Police and security personnel will be responsible for controlling access to the event as well as monitor the I.D. checking process for the event. Anyone entering the event may be subject to security searches by security personnel to determine access to the event.
- When possible, University Police will patrol the area outside the facility and at all event entrance / exit points to maintain safety for all people attending the event.
- University and/or outside security services personnel will work together to immediately respond to problems inside and outside the facility and work to clear the area at the conclusion of the event.
- For some Mega and Large Scale Events, based on the required pre-event security meeting, University and additional security services personnel will be staffed at a ratio of no less than one (1) Police officer to 50 attendees (1:50 ratio). University Police and CASL staff will determine the security staffing locations, which will include a presence inside / at the event and at entry and exit points. A listing of University Police to attendee ratios follows.
- Anyone engaged in any form of violence or disruption will be escorted from the event and, if necessary, from the campus.
- Clear expectations will be provided and reviewed with any external security services personnel hired to support the University Police.
- The Director of University Police or designee will consult with the Director of Campus Activities, Service & Leadership or designee, to close down an event or limit entry for safety and security concerns and / or other event policy violations. Deviations from this procedure may occur in the case of an emergency.

Event Attendee to University Police Coverage Ratios

These ratios are guidelines and may be adjusted for various reasons such as percentage of guests, money collection, difficulty to secure the space, outdoor events, time of event, expected attendance (i.e. sell out), or other reasons deemed necessary at the security meeting.

- Mega Concerts and Dances: will have a 1:50 Police officer to attendee ratio. These events may also include outside security and Student Patrol.
- Mega and Large Scale Events: will have a 1:100 Police officer to attendee ratio. These events may also include outside security and Student Patrol.

- Medium Scale Events: will have a 1:150 Police officer to attendee ratio. These events may also include outside security and Student Patrol.
- Medium Scale Seated Events: (i.e. lectures, movies, award dinners) will have one (1) Police officer or no Police officer requirement (at the discretion of CASL and University Police).   No outside security will be needed. See Medium Scale Event section for additional information.
- Outdoor Events: held after 5:00pm or on weekends will have a 1:75 officer to attendee ratio with a minimum of three (3) Police officers. Police officer coverage may be adjusted depending on the risk associated with the activity (i.e. injury, crowd control, large number of guests). Approved events in parking lots (i.e. car show), may be required to have additional officer(s) assigned to assist with participant safety. This will be determined by University Police.
- Small Scale Events: may require Police coverage. A CASL staff member will work with the planning group to determine and consult with University Police if security concerns are present and if an officer is needed.

Student Organization Advisors Responsibilities

The sponsoring organization's Advisor is responsible for oversight of the club or organization's activity and is expected to attend the events. The Advisor is responsible for securing any alternative representative who is approved by Campus Activities, Service & Leadership, at least two weeks prior to the event. At least one Campus Activities, Service and Leadership staff member, or designee, must attend for the duration of Mega and Large Scale events held on campus. Please refer to the Student Organization Advisor Guide for additional information and responsibilities.

Student Organization Members Responsibilities

- Groups holding an event must provide designated student organization members to work the event, including ticket sales, policy enforcement and assist with crowd control. Groups are also responsible for posting signs that clearly state the requirements for the event (i.e. No Re-Entry, No Ticket Sales after 11:00pm, etc.).

- Groups are responsible for cleaning up all materials associated with the event at the conclusion of their event, or additional charges may be applied.

- Groups are responsible for all charges associated with their event, including SGA allocations, any late fees and/or fines, and replacement costs for missing or damaged items.

- Student organizations, their members and guests are expected to abide by all University, Campus Activities, Service and Leadership, and Student Government Association (SGA) policies, and procedures. Failure to comply may result in disciplinary measures.

Event Cancellation Procedures

We recognize that sometimes plans change, and an event may need to be relocated to another space, moved to another date, or cancelled. Organization may be held accountable for failing to follow up on an event request and changes.

Changing your plans:

- Any change to the original plan of your event may require a cancelation of the room hold and the need to resubmit a new request in 25Live outlining the change. This may start your event approval timeline over again.
- Any change in date will require a cancelation of the original request and a new submission in 25live through Events Scheduling. An e-mail must be sent to the original thread cancelling the room.
- Changing the time of the event will need to be done by replying all to the original room request thread to update the group. This must be completed no later than 72 hours prior to the event. Officer coverage and all changes are associated with the time of the room hold, be sure to only put the times for the event and not the set-up time as well.
- Changing a food order must be done through CaterTrax directly and must be done no later than 72 hours prior to the event.

 Cancelling the event:

- Must cancel room hold by replying all to the original request to include the Office of Campus Activities, Event Scheduling, Catering (if applicable), and University Police (if applicable)
- Must cancel all CaterTrax food within 72 hours from event in the CaterTrax system. Failure to cancel will result in your organization being billed for the food.
- Must cancel University Police coverage within 48 hours prior to the event. Failure to cancel may result in your organization being charged for the police overtime.

Advertising / Promotion

Advertising is key to the success of any event and a plan should be considered during the event planning process. Events cannot be promoted (i.e. social media, printed flyers) until completely approved by Campus Activities, Service and Leadership. Prior to printing and circulation of any publicity materials or announcements, the Office of Campus Activities, Service and Leadership must approve them.

When applicable, all digital and written materials and documents intended to publicize events must clearly state the following:

- Current, valid WP ID required/ Guests of WP must have Photo I.D./Other College I.D. (picture I.D. required)
- Date, start and ending time, and location of the event.
- The cost of attendance, particularly if there is a different price for William Paterson students and their guests.
- All entry requirements such as "No Re-Entry".
- Any dress code such as "Business Attire", etc.

- "Sponsored by the Student Government Association" if the event is funded from SGA, Greek Senate or SAPB.

Publicity must be specific to the event being promoted and may differentiate slightly when the event is a Mega, Large Scale, dance, concert, etc. Consultation with Campus Activities, Service and Leadership must be done in the early planning stages to avoid any misunderstandings and possible disciplinary sanctions.

Deviations from Policy and Procedures

Special permission or event specific details that may alter this policy should be discussed and approved as early as possible with Campus Activities, Service and Leadership and University Police during the planning process. Deviations from these policies and procedures may be made by Campus Activities, Service and Leadership and/or University Police staff at the event for the safety of the students or success of the event. Whenever possible, this will be done in consultation and only when agreed to by both parties. Drastic measures such as altering agreed upon capacity, entry requirements, or shutting down an event will occur anytime student safety is deemed at risk. These decisions are one time only and will not set precedent for future events, but details may be used when planning future events or in discipline procedures after the event. Organizations that falsify event attendance requests may be subject to disciplinary action.

Date: 06/27/2024

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(Student Organization Event Policy)
Amended or Adopted: 06/27/2024