



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. Venues may also have additional policies to follow. Please refer to the venue's policies for further information.

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 Student Association-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 are not considered on-campus student organization events.

Questions about what constitutes an on-campus student organization event can be directed to the designee for the Office of the Dean of Students at 815-753-6112 or DeanOfStudents@niu.edu.

General Event Approval Timeline

General Information

- All registered organizations in good standing (i.e. free of outstanding financial balances, organizational conduct issues, paperwork updated within Huskie Link, etc.) can host on-campus student organization events under this policy.
- Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
- Events must be submitted in Huskie Link no later than two (2) weeks before the event.
- Organizations should book the venue before submitting the event in HuskieLink.
- A valid Cost Center number is required for all organizations planning campus events.
- 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.
- To minimize concurrent events, priority for approval will be given to the event which was first to reserve the space and complete the Huskie Link event registration (including officer approvals).
- No late-night events or off-campus events with alcohol will be approved beginning the Friday before finals week and extending through the Saturday of finals week.
- The Student Organization 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 on a case by case basis. If you have questions regarding whether your event is classified as “ultra-hazardous,” please contact DeanOfStudents@niu.edu.

Policy Exemptions

- This policy does not apply to events hosted by an NIU department.
- This policy may be subject to change for events held within the Convocation Center.
- Student organizations may request exemption from or adaptation of the *On-Campus Student Organization Events Policy* for special events. Exemption requests must be submitted within Huskie Link during the event

registration process or to the Office of the Dean of Students at DeanOfStudents@niu.edu at least three weeks prior to the event. The Office of the Dean of Students and the NIU Department of Police and Public Safety must both approve the exemption request. If either department does not approve, the policy as written is applicable.

Host Responsibility

- It is expected that all NIU students, student organizations and guests will abide by the NIU [Student Code of Conduct](#).
- The hosting/co-hosting student organization(s) shall be responsible for informing all of its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.
- The hosting/co-hosting organizations should assume the responsibility of running their own event. This may include assistance with set-up or tear down, providing volunteers to assist with check-in and closing procedures, or any other area deemed necessary by the venue staff or NIU Department of Police and Public Safety.
- If an event is cancelled within a week of the submitted event start time, costs incurred may be the responsibility of the organization. Planners are encouraged to check with venues ahead of time as each venue has different deadlines. Additional charges may be incurred if there is a cost that cannot be recouped. Notification of the cancellation must be made to venue and all services contracted for the event (i.e. NIU Police and Public Safety, Event Production Services, Grounds, etc.).
- As noted in the Student Code of Conduct, students, faculty and staff are responsible for reporting violations of the Student Code of Conduct to the Student Conduct office.
- Failure to comply with this policy may result in the organization losing their “good standing” status.
- NIU students involved in inappropriate activity as it may pertain to the Student Code of Conduct will be referred to Student Conduct.
- Any guest involved in any incident will be subject to banning from NIU events/campus as deemed appropriate by Student Conduct.
- If a guest violates this policy, the individual host associated with that guest may be subject to Student Conduct sanctions. If the disruptive guest is not connected to a host, the organization itself may be subject to Student Conduct sanctions.
- If NIU requires a student organization to cancel an event due to violation(s) of university policy or because an organization is no longer in good standing, event expenditures and potential loss of revenue are the responsibility of the student organization.
- NIU departments and student organizations cannot front for other users. Fronting is defined as an eligible campus-based user, student organization or individual reserving space for another person or group. Hiding or concealing the identity of the true client for any reason is prohibited.

Process and Deadlines

- Submit Event Registration (including venue request) through Huskie Link no later than two (2) weeks before the event.
 - Virtual events should be submitted no later than five (5) days before the event.
 - *Because it takes time to approve the event, three (3) weeks or more is recommended for proper planning and advertising.*
 - Depending on venue requirements, the (student) Event Coordinator may need to schedule a meeting with the event venue contact to learn about relevant policies and procedures and sign a contract. Check with venue for requirements.
 - Events in residence halls are not allowed until further notice.

- Organizations will be given one exception to the two-week event registration deadline per academic year. The purpose of this exception is to provide event coordinators with the opportunity to better understand the On-Campus Student Organization Events Policy. Additional deadline exceptions will not be provided, regardless of the value the event offers to the NIU community. Exceptions will not be granted to registrations submitted less than 48 hours before the event start time.
 - The hosting/co-hosting student organization's Advisor, President and Treasurer must review and recommend approval of the event within Huskie Link for the event registration to be complete.
 - Events will be reviewed by the NIU Department of Police and Public Safety via Huskie Link to determine any security needs. If there is a need for further information NIU PD will reach out to the student organization. The event coordinator is responsible for discussing any outside performance contract (i.e., performers, D.J.s, etc.) with the NIU Department of Police and Public Safety.
 - Contracted performers will need to be reviewed by NIU Police and Public Safety no later than 9 weeks prior to the event.
 - The hosting/co-hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by the Division of Student Affairs designated signature authority.
 - NIU has standard contractual language that can be used by student organizations when completing a contract. A copy of the Contract and Technical Rider can be found on the [NIU Student Involvement Website](#).
 - Performers may not contain content that refer to offensive content which may include but not limited to references of assault, racist material, and promotion of illegal activity.
 - The host organization's designated event coordinator may be required to be present at a pre-event meeting before doors open.
 - Events will end at the contracted time, regardless of start time or delays.
 - Events can end prior to contracted time based on recommendations from the venue and/or NIU PD.
 - For the following types of events door close time shall be 30 minutes before scheduled end time of the event:
 - Dances, Concerts and Performances
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Public and Guest Attendance

- Non-NIU students may attend non late-night events. If the event is ticketed, visitors must reserve tickets.
 - The NIU Department of Police and Public Safety has the right to limit event entry to students and their guests based on event risk factors. See *NIU Police and Public Safety Event Risk Assessment Guidelines* for more information on risk factors used.
 - Guests must be checked in at all in-person events. Students, performers and organizations are responsible for the behavior of their guests. Including but not limited to the *Student Code of Conduct*.
 - Non-NIU students under the age of 18 must be accompanied by a parent/legal guardian, teacher, or NIU faculty, staff or student.
 - Only college students with a valid college ID (from any USA institution of higher education) and active military personnel with a military ID will be admitted to late night events as guests.
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Ticketing

- When utilizing tickets, the hosting student organization must conduct ticket sales through NIU Tickets or the Convocation Center. The NIU Department of Police and Public Safety and/or the venue will determine if ticketing is necessary for the event and may need to determine the appropriate location where tickets will be redeemed.
- Free events with an expected capacity of greater than 300 individuals will require that all attendees check-in using Huskie Link at the designated check-in location. NIU students with a valid OneCard will be admitted to the

free event until capacity is reached. Non-NIU guests desiring to enter after the 2-hour cutoff must still have a ticket to gain entry.

- When completing the Event Registration on Huskie Link, organizations must indicate the number of tickets they need reserved (known as “VIP” tickets) for organization members, performers, guests of performers and guests of the organization. These tickets will be deducted from the total number of tickets on sale. VIP Ticket lists will not be accepted for free events.
 - There will be no more than ten (10) VIP tickets provided for each event.
 - A final list of all those receiving VIP tickets must be submitted to NIU Tickets no later than two (2) business days prior to the event. A final list of all performers must be submitted to NIU Tickets no later than (2) business days prior to the event.
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Event Security

NIU is committed to keeping the safety of our students and guests a priority. As such the following procedures will be followed for student organization events.

The NIU Department of Police and Public Safety will;

- Assess and determine the security staffing needs for the event based on the meeting with the student organization Event Coordinator (if required), Huskie Link event planning form submission and organization’s event planning and host history. Additional charges may occur from venue security staffing.
 - If needs are determined, organizations will need to a pre-event contract with the NIU Department of Police and Public Safety.
 - Work with the event venue to determine security needs.
 - Follow security protocols based on risk level determined. This may include bag/purse checks, metal detectors, additional security, etc.
 - Ask for the full, legal names of all contracted services (i.e., D.J.s, comedians, singers, dancers, etc.) at least nine weeks in advance of the event, in order to complete a risk assessment. Performers must be approved by the NIU Department of Police and Public Safety before they can perform on NIU’s campus.
 - 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 student organization.
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Event Safety Management

- All students, including the hosting student organization members and event guests, are required to follow the NIU [Student Code of Conduct](#).
- The hosting student organization members are held to a higher standard of conduct than their guests. The primary responsibility of hosting student organization members is to oversee the event—participating in the event is secondary.
- 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 will not be tolerated. The hosting student organization must take preemptive measures to curtail unacceptable behavior and react responsibly to inappropriate behavior of guests.
- 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).
- The Office of the Dean of Students, or any department involved in the planning of the event (i.e., the NIU Department of Police and Public Safety), has the right to require the organization advisor to be present throughout the duration of the event.
- No alcohol, drugs, or weapons of any kind are permitted. Any behavior that is suspected to be under the influence of alcohol or drugs may be subject to removal from the event, possible event termination, and/or

referral to the Office of Student Conduct. Furthermore, the organization's privilege of hosting additional events could be in jeopardy. If this occurs, no refunds will be given for ticketed events.

- Immediately upon witnessing any inappropriate behavior or incident involving guests, the hosting student organization must report this behavior to the NIU Department of Police and Public Safety and/or any staff working the event.
 - Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event. Any exceptions will be pre-determined/granted by the venue and/or the NIU Department of Police and Public Safety.
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Late Night Events

Events scheduled to end later than 11:59 p.m. are classified as "late night events." Due to increased safety concerns with late night activities, there are some additional safety protocols that will be applied. For late night events, please keep in mind the following:

- The host organization's designated Event Coordinator must participate in a pre-event meeting to be held up to an hour prior to doors opening. Event entry will not begin until the meeting concludes.
- Late Night Events will end no later than 3:00 a.m. Doors will close one hour before the event's scheduled end time or 2:00 a.m., whichever time comes first. All event marketing must indicate the door close time.
- Organizations hosting an event with music (i.e. a dance, concert, performance) must shut down music 30 minutes prior to the contracted end of the event.
- When advertising the event, the hosting student organization(s) should remind guests of the "Public and Guest Attendance" policy and "Late Night Events" policy (see "Public and Guest Attendance" section).

Sample Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>9 Weeks prior to event - contracted services and performers are submitted for risk assessment by Police and Public Safety</i>				1	2
3	4	5	6	7	8	9
					<i>At least 15 business days prior - Space reservations made with the Rec Center (some large-scale events may require more notice time)</i>	
10	11	12	13	14	15	16
			<i>At least 12 business days prior by noon - Initial request made for HSC events requesting catering and setups that require staff labor charges.</i>		<i>2 Weeks prior to Event – Event must be submitted in Huskie Link</i>	

17	18	19	20	21	22	23
				At least 6 business days prior by noon – Final confirmation of all event details, including but not limited to: setups, audio-visual, catering count, security/staffing, and equipment.	At least 1 week prior - final deadline to cancel event before charges assigned.	
24	25	26	27	28	29	30
At least 5 days prior - Virtual event submitted in Huskie Link.			At least 2 business days prior - Single request for HSC Venue that		Date of Event 	
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