



NORTHERN ILLINOIS UNIVERSITY

Student Involvement and Leadership Development

Division of Student Affairs

ON-CAMPUS STUDENT ORGANIZATION EVENTS POLICY

Student Involvement and Leadership Development

Campus Life Building, Suite 150

815-753-1421

Division of Student Affairs

Northern Illinois University

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 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 tabling events such as bake sales are not considered on-campus student organization events.

Questions about what constitutes an on-campus student organization event can be directed to Student Involvement and Leadership Development at 815-753-1421 or studentinvolvement@niu.edu.

General Information

- Prior to submitting an event registration on Huskie Link, organizations must secure a venue.
 - Only organizations in good standing (i.e. no outstanding financial balances, no organizational conduct issues, paperwork updated within Huskie Link, etc.) with Accounts Receivable, Student Involvement and Leadership Development, Student Association, NIU Department of Police and Public Safety, Student Conduct and any other related departments will be allowed to 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.
 - All organizations planning events must have a valid Accounts Receivable or Cost Center number.
 - 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.
 - The 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.
 - On-campus events exist to provide social outlets for NIU students and the NIU community; therefore, formal advertising (i.e., the distribution of flyers, handbills, etc.) should remain within the DeKalb/NIU community.
 - When advertising the event, the hosting student organization(s) should remind guests of the “Public and Guest Admittance” or “Late Night Events” policy (see “Public and Guest Admittance” and “Late Night Events” sections for additional details).
 - Please note that NIU has a right to prohibit events which can be classified as “ultra-hazardous” in nature, including but not limited to events which involve fire, fighting (i.e. boxing, MMA), etc. If you have questions regarding whether your event is classified as “ultra-hazardous,” please contact studentinvolvement@niu.edu.
 - To ensure the success of on-campus events, events that occur at concurrent times/dates may not be approved by the Student Organization Events Committee. Priority will be given to the event which was first to reserve the space and complete the Huskie Link event registration (including officer approvals).
 - Event organizers should follow *Appendix A: Student Event Checklist* to efficiently plan events and ensure all deadlines are met.
 - Failure to comply with these policies may result in event cancellation, loss of organizational “good standing” status and organizational sanctions by Student Conduct.
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Planning Process

- The hosting organization must designate one organization member as the event coordinator for the event.
- No events will be held during Finals Week or Reading Day.
- The host organization's designated event coordinator may be required to be present at least one hour before doors open.
- Events will not begin until the host organization's designated event coordinator is present.
- 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.
- Organizations needing to cancel an event for any reason must cancel at least 48 hours in advance of the event. Failure to adhere to the deadline may result in an assessment equal to one-half the normal charge for non-University groups and possible loss of scheduling privileges, at the discretion of the venue. Please note, any costs incurred before the cancellation that are a direct result of the event may also be the responsibility of the organization. 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.).
- If you have not completed the following requirements at least two weeks before your event, your event will be canceled. These items are also included in *Appendix A: Student Event Checklist*.
 - ✓ Please note, if you are having a paid performer(s) at your event, you must submit the name(s) of potential performers to the NIU Department of Police and Public Safety at least nine weeks prior to your event.
 - ✓ Event coordinator is required to visit the venue in which the organization would like to have the event, learn about the policies/procedures of that particular venue and formally reserve the room where the organization would like to host the event. Please note that it is highly recommended that you complete this step four weeks before your event in order to have ample planning opportunity and to reserve the room you would like.
 - ✓ Event coordinator must submit the event registration form within the organization's Huskie Link webpage. The hosting student organization's Advisor, President and Treasurer (or Accounts Receivable officer) must review and recommend approval of the event within Huskie Link for the event registration to be complete.
 - 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.
 - ✓ Event coordinator must contact the NIU Department of Police and Public Safety to determine any security needs. 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.
 - ✓ The hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by the Director of Student Involvement and Leadership Development.

Late Night Events

Events scheduled to end later than 12:59 a.m. are classified as "late night events." These events require additional rules to be followed by the organization due to the nature of late night events, venue and security guidelines/needs, typical attendance numbers, etc. For late night events, please keep in mind the following:

- 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.
- All events will end no later than 3:00 a.m.

- Organizations hosting a dance/concert/performance must shut down music 30 minutes prior to the contracted end of the event.
 - Only college students with a valid college ID and active military personnel with a military ID will be admitted to late night events as guests. Guests must also present a state ID at the entrance to the event.
 - The host organization's designated event coordinator must participate in a pre-event meeting to be held 30 minutes prior to doors opening. This meeting will include event coordinator(s), NIU Department of Police and Public Safety sergeant, venue representative(s) and/or Event Production Services staff to discuss entry procedures and related important information about the event. Event entry will not begin until the meeting concludes. Regardless of door open time, events must conclude at the contracted end time.
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Event Security

- 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 history. See *Appendix B: NIU Police and Public Safety Event Risk Assessment Guidelines* and *Appendix C: NIU Police and Public Safety Event Staffing Matrix*.
 - The NIU Department of Police and Public Safety will work with the event venue to determine security needs.
 - The NIU Department of Police and Public Safety has the right to ensure the safety during all events, which may or may not be limited to bag/purse checks, metal detectors, etc.
 - The NIU Department of Police and Public Safety will ask for the full, legal names of all paid performers (i.e., D.J.s, comedians, singers, dancers, etc.) 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.
 - If you are having a paid performer at your event, you must submit the name(s) of potential performers to the NIU Department of Police and Public Safety at least nine weeks prior to your event.
 - All hosting organizations must sign a pre-event contract with the NIU Department of Police and Public Safety.
 - The NIU Department of Police and Public Safety reserves 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.
 - Event attendees and performers are required to present photo identification upon request. Valid identification includes OneCard, state ID, military ID, and/or university ID.
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Event 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. Once the event starts, the student group should work in conjunction with the NIU Department of Police and Public Safety and the student organization advisor in controlling incidents of unruly behavior.
- The hosting student organization is responsible for the actions of any contracted entertainment (i.e., D.J., band, or other types of entertainment performers/managers).
- Student Involvement and Leadership Development, 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.
- Hosting organization group members believed to be under the influence of alcohol or drugs are subject to removal from the event and possible event termination. These students are also subject to receiving a

referral to Student Conduct. Furthermore, this organization's privilege of hosting additional events could be in jeopardy.

- No alcohol, drugs, or weapons of any kind are permitted. Obvious evidence of alcohol or drug intoxication will result in removal from the event or denied entry into the event. If this occurs, no refunds will be given for ticketed events.
- 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.
- 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.
- If applicable, the hosting student organization must conduct ticket sales through Event Production Services (EPS) or the Convocation Center. The NIU Department of Police and Public Safety will determine if ticketing is necessary for the event and may need to determine the appropriate ticketing location.
- Free events with an expected capacity of greater than 200 individuals will require ticket reservations prior to the event. Tickets will guarantee admission for the first two hours of the event. After two hours, 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 two-hour cutoff must have still have a ticket to gain entry.
- Participants must remain in the immediate vicinity of the event. No re-entries are permitted at any event.
- For non-late night events, doors will officially close at a predetermined time that is previously agreed upon by the student organization event coordinator and venue.
- Regardless of event start time, events must conclude at the contracted end time.

Public and Guest Admittance

- Non-NIU students may attend non-late night events. If the event is ticketed, visitors must reserve tickets.
- Hosting student organization(s) are responsible for checking with the venue regarding additional procedures for non-student admittance and communicating procedures to attendees.
- 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 *Appendix B: NIU Police and Public Safety Event Risk Assessment Guidelines* for more information on risk factors used.
- When completing the event registration on Huskie Link, organizations must indicate the number of tickets they need reserved (known as "comp" tickets) for organization members, performers, guests of performers and guests of the organization. These tickets will be deducted from the number of tickets on sale to general NIU students, the public and guests.
- A final list of all those receiving comp tickets must be submitted to Event Production Services no later than 48 hours prior to the event.
- A final list of all performers must be submitted to Event Production Services no later than 4 hours prior to the event.
- Students, performers and organizations are responsible for the behavior of their guests.
- Non-NIU students under the age of 18 must be accompanied by a parent/legal guardian, teacher, or NIU faculty, staff or student.

Accountability/Consequences

- It is expected that all NIU students, student organizations and guests will abide by the NIU [Student Code of Conduct](#).
- 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 will result in the organization losing their "good standing" status.

- NIU students involved in inappropriate activity will be reported to Student Conduct (this includes any students arrested at or outside of the event).
 - 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 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.
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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 Student Involvement and Leadership Development at studentinvolvement@niu.edu at least three weeks prior to the event. Student Involvement and Leadership Development 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.

Appendix A: Student Event Checklist

Please use this checklist to successfully plan and coordinate your event.

You must be able to answer YES to the following questions:

Does your organization...

- ✓ Have good standing (i.e., no late fees associated with the organization, no conduct issues associated with the organization, etc.) with Accounts Receivable, Student Involvement and Leadership Development, the Student Association, the NIU Department of Police and Public Safety, Student Conduct, etc.?
- ✓ Have an updated roster on Huskie Link?
- ✓ Have an Accounts Receivable/Cost Center number?
- ✓ Have a designated event coordinator for this event?
- ✓ Have a thorough knowledge of the *On-Campus Student Organization Events Policy*?

Event Planning Time Line

If the items below are not completed by the deadlines assigned, your event WILL be canceled.

AT LEAST 9 Weeks Prior to Event

- ✓ If you are having a paid performer(s) at your event, you must submit the name(s) of potential performers to the NIU Department of Police and Public Safety.

AT LEAST 4 Weeks Prior to Event

- ✓ Visit the venue, learn about the policies/procedures of that particular venue, and formally reserve the event space.

AT LEAST 3 Weeks Prior to Event

- ✓ If you are requesting an exemption to the policy, all exemption requests must be submitted within Huskie Link during the event registration process or to Student Involvement and Leadership Development at studentinvolvement@niu.edu.

AT LEAST 2 Weeks Prior to Event

- ✓ Event coordinator must fill out the event planning form within the organization's Huskie Link webpage.
- ✓ Event coordinator must contact the NIU Department of Police and Public Safety to determine any security needs. The hosting student organization is responsible for discussing any outside performance contract (i.e., performers, D.J.s, etc.) during this meeting.
- ✓ If applicable, sign a pre-event contract with the NIU Department of Police and Public Safety.
- ✓ Have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by the Director of Student Involvement and Leadership Development.
- ✓ Submit a [Production Request Form](#) to Event Production Services for event support needed. Event support may include tables, chairs, sound, lighting, electrical and trash cans.
- ✓ Have your Advisor, President and Treasurer (or Accounts Receivable officer) review and approve the event in Huskie Link.

AT LEAST 2 Business Days Prior to Event

- ✓ Deadline to cancel your event to avoid being charged staffing fees and related event preparation costs for the event. 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.).
- ✓ Final list of all those receiving "comp" tickets MUST be submitted to Event Production Services.

AT LEAST 4 hours Prior to Event

- ✓ Final list of all performers MUST be submitted to Event Production Services.

30 Minutes Prior to Event Doors Opening

- ✓ A meeting between the organization event coordinator(s), NIU Police and Public Safety, venue representative(s), and/or Event Production Services will take place to discuss entry procedures and important information about the event.