

# San José State University Student Organization On-Campus Events

## **POLICIES and PROCEDURES** (9/1/10)

The following Policies and Procedures were created to assist students, faculty and staff in planning student organization events to be held in campus facilities or on University grounds. Any event that is determined to be outside of normal meeting room use will require adherence to these guidelines, which are intended to minimize the impact of events on the campus and surrounding community and ensure the safety and well being of students, staff, University Police, guests, and members of the campus community. The Student Union Event Services Manager will determine whether or not an event requires adherence to these guidelines. It is the responsibility of all student organizations' officers and members to understand and follow these policies and procedures.

### **Scheduling**

1. All required scheduling forms and procedures\* indicated below (if applicable) should be completed and forms submitted to the Event Services Office or other offices as necessary by the dates indicated below.

#### **No later than 60 days prior to event date**

- Facilities Request Form
- Set date to meet with Student Union Event Services Manager

#### **No later than 45 days prior to event date**

- Meet with SU Event Services Manager
- Student Organization Event Policies and Procedures Packet, including Student Organization Event Signature Form and Event Description Form, with copies of all fliers, posters, banners, etc., or other advertising materials.
- Associated Students Funding Request form and Student Union Event Cost Estimate to Associated Students House
- Submit Paseo de San Carlos or Morris Daley Auditorium Reservation Packet (s)

#### **No later than 30 days prior to event date**

- Pay room rental fee or provide Purchase Order(s) from the Associated Students General Services Center
- Certificate of Insurance
- Ticketmaster Request Form
- Request ticket sellers from Associated Students General Services Center
- Associated Students Independent Contractor Agreement Form(s)
- Event Exhibitor/Vendor Table Space Policies Form
- Spartan Bookstore Approval for Commercial Sales
- Waiver and Release of Liability Agreement Form
- Sound Amplification Policies and Guidelines Form
- UPD Special Event Request Form
- Outside Events Form and memos for use of Tower Lawn or Smith/Carlos Lawn

**No later than 15 days prior to event date**

- SU Food & Beverage Approval Form
- Submit tickets for Inventory to AS General Services Center
- Outside Events Form and memos for use of Science Lawn, Art Quad, Caret Plaza or SJSU BBQ Pits.
- Spartan Complex Packet

\*The Event Services Manager will determine which forms and procedures are necessary for each event. Associated Students may require additional forms or procedures.

2. Student organizations wishing to use an academic facility for an event must follow the procedures above and the event must have additional approvals prior to the academic facility use.
3. The University does not permit the use of campus facilities by student organizations for fund raising purposes if the funds will enrich an individual or commercial sponsor.
4. The use of promoters for student organization events is not permitted.
5. The University will not schedule social events for student organizations to extend past midnight.
6. Alcohol is not permitted at student organization events.
7. The Event Sponsor must be currently registered through Student Involvement.

\* Student Involvement will distribute to scheduling offices as soon as possible after the start of each semester a list of currently registered student organizations.

8. The Event Sponsor must have a current account at the Associated Students General Services Center. Purchase Orders may be obtained from the General Services Center after an account is opened.
9. For any event that is determined to be outside of normal meeting room use and to be a "high risk" event, the Event Sponsor must have a SJSU faculty or staff representative, who must sign on the reservation materials and agree to be present for the duration of the event.
10. Food & Beverage Approval Forms must be approved by and on file in the Event Services Office 15 days prior to the date of event. The organization must retain a copy of the approval and it must be made available during the event.
11. Events are not considered confirmed until the appropriate parties representing the Event Sponsor have met with the appropriate scheduling office personnel 45 days prior to the event date all required paperwork has been submitted and all deadlines have been satisfactorily met.

**Publicity/ Advertising**

1. All publicity, advertising, or tickets should accurately represent the event, must be in good taste (as determined by the Event Services Office), and approved 30 days in advance of the event date by the Event Services Office. Use of unauthorized or unapproved advertising (including internet websites) may result in cancellation of the event.

2. Publicity may not be sponsored by, or make any reference to, alcohol or tobacco products, nor may it allude in any way to illicit/illegal substances. Discovery of such advertising may result in cancellation of the event.
3. All publicity, advertising, and any pre-sold tickets must contain the following information:
  - a. All events
    - Start and end time of event
    - All ticket prices (“in advance”, “at the door”, discounts, etc.)
  - b. Dances/Concerts
    - “doors close by 9:30pm” (or earlier)
    - SJSU student I.D. required, or
    - 18 and over with photo I.D.
4. Publicity, advertising, or decorations may not be hung or posted in campus facilities scheduled by the SU Event Services Office without prior approval by the Event Services Office. Any resulting damage will be charged to the Event Sponsor.

### **Admission/Guests**

1. For admittance to dances/concerts a valid college I.D. (from SJSU or other college) with photo is required. Each SJSU attendee may sponsor one guest (18 years of age or older) with valid photo identification, and both the student and guest must arrive at the admission/entry point together. Attendees from other colleges may not sponsor a non-college guest.
2. Any guest list (for complimentary guests) to dances/concerts must be submitted to the Associated Students General Services Center no later than 12 noon the day before the event. Complimentary guests must present valid photo identification. Guests not on the complimentary list must pay for admission, and all other Associated Students policies for admission and guests must be adhered to.
3. There will be no “in and out” privileges at dances or concerts.
4. The maximum capacity for dances/concerts may not exceed the capacity outlined for the facility by the Event Services Office.

### **Tickets**

1. Ticket sales in advance of an event must not commence until event approval has been granted by the Student Union Event Services Office, may only be sold through approved locations/procedures, and must comply with all Associated Students ticket-selling policies. Tickets being sold through unapproved locations/procedures, or prior to approval, may result in cancellation of the event.

2. Associated Students ticket sellers must be contracted to sell tickets for any event at which tickets will be sold at the door. This service is provided free to Associated Students funded events, and at a fee for non-Associated Students funded events. A minimum of two (2) ticket sellers must be hired for all events where tickets are sold at the door, and a maximum of 400 tickets can be sold with two ticket sellers. Additional ticket sellers may be necessary as determined by the Associated Students Cashier. Associated Students has additional ticket selling policies that must be followed. Consult with the Associated Students General Services Center to contract ticket sellers, or for other information on Associated Students ticket-selling policies.
3. Ticket sellers must be arranged at least 30 days in advance of the event date.
4. Ticket sales must conclude by 9:30 p.m. on the date of the event.
5. All ticket prices ("in advance", "at the door", discounts, etc.) must be published on all event publicity/advertising, and on all tickets.
6. Ticket prices may not vary at any time from those approved and published in event publicity/advertising, or printed on tickets.

### **Insurance and Liability**

1. Special Event Liability Insurance is required for all events determined to be outside of normal meeting room use. The Student Union Event Services Office will prepare a certificate of insurance to meet event specific insurance needs. This certificate of insurance should be requested and prepared at least 30 days prior to the event date.
2. The sponsoring organization will be held fully responsible for any costs incurred by the campus facility or the University as a result of the event. This includes damage to or destruction of University property, or of property on University premises belonging to others.

### **Security**

1. All events sponsored by student organizations that are open to the public or that are expected to have a large attendance (as determined by the Event Services Manager and/or UPD) may require the presence of security personnel.
2. The University Police Department must have received and signed off on a Special Event Form (SERF), submitted by the Event Services Office for the event at least 15 days prior to the event date.
3. Level of security required for an event will be primarily determined by the type and time of event, location, expected attendance (and whether the event is closed, or open to the public), entry fee, anticipated level of impact on the campus and surrounding community, expected level of risk to the safety and well being of participants, staff, University Police and community members, and historical documentation for similar events, and/or previous events put on by the Event Sponsor. Other factors may also be considered.
4. The Event Services Office will contract any required security personnel, and will invoice the Event Sponsor for those costs. The Event Sponsor is never allowed to directly contract any security.

5. For dances/concerts and other high risk events, a security meeting must be held no later than thirty (30) minutes prior to the scheduled event starting time, with the following mandatory attendees:
  - a. Event Sponsor representative in charge of event
  - b. Highest ranking officer of Event Sponsor
  - c. Event Sponsor's faculty or staff representative
  - d. All UPD personnel
  - e. All private security personnel
  - f. All volunteer (student) security personnel
  - g. Associated Students ticket sellers
  - h. I.D. checkers
  - i. Campus facility staff
6. Metal detection may be required for any non-seated, general admission event with a capacity set for over 400 and open to the public. It may also be required for other events if deemed necessary by the Event Services Office and/or University Police Department. The Event Sponsor will be responsible for all associated costs.
7. The University Police Department has the right to cancel any event at any time if they feel that safety is at risk.
8. Any attendee (including guests) who appears to be visibly under the influence of alcohol/drugs will be removed from the event, and subject to University disciplinary procedures, and/or criminal prosecution.
9. The Event Sponsor is responsible for the behaviors of their crowd/guests until their crowd/guests have cleared University grounds. University Police will remain until they are satisfied that the University is clear of crowds following events, although University Police are not responsible for clearing the University.
10. Incidents of behavior unacceptable to the campus facility staff and/or the University Police will result in the Event Sponsor being subject to the designated judicial process of the University and may result in restriction of privileges granted to the organization by the University or suspension of University recognition and/or loss of organizational scheduling privileges for the remainder of the current and the next full academic semester.

## **Fees**

1. The Event Sponsor must have a current account at the Associated Students General Services Office, with a sufficient fund balance to cover the pre-event cost requirements of the event. Purchase Orders can be obtained from the General Services Office after an account is opened.
2. A Purchase Order, or deposit equal to 50% of the estimated facility cost, plus the total projected security costs, must be presented to the Event Services Office at least 30 days prior to the event date. The Event Services Office will determine the required amount of the Purchase Order. Any event cancelled with less than 14 days notice may result in loss of deposit, and a fee charged to the Event Sponsor equal to any direct costs incurred by the Student Union as a result of the planning process.
3. The Event Services Office may arrange for professional cleaning service at the conclusion of any events. The Event Sponsor will be invoiced for the cleaning. The Event Sponsor is not permitted to do their own cleaning to avoid these charges.

4. Full payment for all costs associated with the event must be made within 15 days after the event date. Failure to pay in a timely manner may result in loss of scheduling privileges for the remainder of the current and the next full academic semester.

### **Event Production**

1. DJ's or other hired entertainment, or other service providers, must follow all setup and equipment rules provided by the campus facility or the Event Services Office.
2. All services provided to the Event Sponsor may require independent contractor agreements, which can be obtained from the Associated Students General Services Center, and a copy of such agreements(s) must accompany the Facilities Request Form.

### **Cancellation**

Any of the following may constitute cause for immediate and non-negotiable cancellation of the event:

- Failure to meet with the SU Event Services Manager 45 days prior to event date.
- Failure to submit any of the required documentation.
- Failure to have publicity, advertising and tickets approved 30 days prior to event date.
- Use of unauthorized/unapproved publicity, advertising, tickets.
- Selling tickets through unauthorized/unapproved locations/procedures, or prior to approval.
- Failure to arrange for A.S. ticket sellers 30 days prior to event date.
- Failure to request and obtain a certificate of insurance 30 days prior to event date.
- Failure to meet with UPD (if applicable) 30 days prior to event date.
- Failure to submit PO to the Event Services Office for 50% of projected facility costs and total projected security costs 30 days prior to event date.
- Food & Beverage/Approval Form not submitted and approved 15 days prior to event date.
- Failure to attend security meeting (dances, concerts, and other high risk events) 30 minutes prior to the event.
- Failure to have faculty or staff advisor, or his/her designee present for duration of event.
- Any crowd behavior deemed by UPD to put safety at risk.

**STUDENT UNION, INC.**  
**STUDENT ORGANIZATION EVENT SIGNATURE FORM**

**Event** \_\_\_\_\_ **Location(s)** \_\_\_\_\_

**Event Sponsor** \_\_\_\_\_ **Date(s)** \_\_\_\_\_

As president of record for at least the six (6) weeks prior to the event date, and as SJSU faculty or staff representative (advisor), and authorized agent(s), and on behalf of the sponsoring organization, I/We agree to abide by these and all policies of the campus facility being used by the organization, and San Jose State University. I/We understand that failure to comply with any policy or failure to meet any deadline may result in non-negotiable cancellation or termination of the event. I/We further understand that our attendance is required for the full duration of the event unless such attendance is assigned and designated below, and that our organization is responsible for the behavior of our crowd/guests, and that incidents of behavior unacceptable to the campus facility staff and/or the University Police may result in this organization being subject to the designated judicial process of this University, and may result in restriction of privileges granted to the organization by the University, or suspension of the University recognition and/or loss of organizational scheduling privileges for the remainder of the current and the next full academic semester.

For this specific event, with approval of the appropriate scheduling office personnel, I/We designate the two (2) organization officials below to meet with the Event Services Manager, agree and sign off on event details, including but not limited to set-up, staffing, cost estimates, etc., and to be in attendance for the full duration of the event, and be responsible for behavior of our crowd/guests.

**REQUIRED SIGNATURES** (With approval of SU Event Services Manager):

**Organization Official**

(Printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Organization Official**

(Printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

(see next page for additional required signatures)

**REQUIRED SIGNATURES:**

**President of Record** (for at least the six weeks prior to the event date)

(Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**SJSU Faculty/Staff Advisor**

(Printed) \_\_\_\_\_

SJSU Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Event Services Approval for Other Organization Official Signature:**

(Printed) \_\_\_\_\_

(Event Services Manager)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**STUDENT UNION, INC.**  
**STUDENT ORGANIZATION EVENT DESCRIPTION FORM**

**Event:**\_\_\_\_\_ **Event Date:**\_\_\_\_\_

**Name of Organization:**\_\_\_\_\_

**Person in Charge of Event:**\_\_\_\_\_

**Contact Information for Person in Charge:**

Phone:\_\_\_\_\_ Alternate Phone:\_\_\_\_\_

Address:\_\_\_\_\_ City\_\_\_\_\_ Zip\_\_\_\_\_

E-Mail Address:\_\_\_\_\_

**Contact Information for Organization (is different from above):**

Phone:\_\_\_\_\_ E-Mail Address:\_\_\_\_\_

Address (or Student Organization Box#):\_\_\_\_\_

**Billing Information:**

A.S. Account #:\_\_\_\_\_ Purchase Order #:\_\_\_\_\_

**EVENT DESCRIPTION**

**Event Type:** (Circle one)

Dance   Concert   Talent Show   Cultural Show   Lecture   Meeting   Banquet   Conference

Other: \_\_\_\_\_

**Expected Attendance:**\_\_\_\_\_

Check one: Our Guests \_\_\_\_\_ *will* / \_\_\_\_\_ *will not* be allowed in and out privileges

We \_\_\_\_\_ *will* / \_\_\_\_\_ *will not* be paying for a speaker, DJ, band or other entertainment

**Admission Fee(s)**

\$ \_\_\_\_\_ in advance for organization members

\$ \_\_\_\_\_ in advance for non-organization members

\$ \_\_\_\_\_ at the door for organization members

\$ \_\_\_\_\_ at the door for non-organization members

Other: \_\_\_\_\_

(see next page)

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Projected Gross Revenue:** \$ \_\_\_\_\_

**Net Revenue** (proceeds after expenses) **to Benefit:** \_\_\_\_\_  
\_\_\_\_\_

### MARKETING PLAN

**Target Market:** (Check all that apply)

- ☐ Guests are organization members only
- ☐ Event intended for SJSU students and faculty/staff only
- ☐ Guests will be mostly SJSU students and faculty/staff only
- ☐ Event being marketed to members of the San Jose community
- ☐ Event being marketed throughout the Bay Area
- ☐ Most guests will be over 20 years old
- ☐ Most guests will be between 18 and 20 years old
- ☐ Most guests will be younger than 18 years old

**Marketing Methods:** (Check all that apply, and fill in the blanks)

- ☐ We are advertising within our organization only
- ☐ We have printed \_\_\_\_\_ number of flyers to distribute on-campus
- ☐ We have printed \_\_\_\_\_ number of flyers to distribute throughout the Bay Area
- ☐ We are advertising on the web at WWW. \_\_\_\_\_
- ☐ We are advertising on \_\_\_\_\_ radio station(s)
- ☐ We are advertising in \_\_\_\_\_ newspaper(s)
- ☐ Other \_\_\_\_\_

### SECURITY

**Check all that apply:**

- ☐ In our opinion, our event will not need security
- ☐ Event will be seated
- ☐ Event will be non-seated
- ☐ Event requires security to watch the cash receipts
- ☐ Event requires security to watch the entrances/exits
- ☐ Event requires security to check I.D. or other access control
- ☐ Event requires security to perform metal detection

**ASSOCIATED STUDENTS GENERAL SERVICES CENTER  
PROCEDURES SETTING UP AN EVENT**

Organization Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_; \_\_\_\_\_

Phone number(s): \_\_\_\_\_; \_\_\_\_\_

Email address(es): \_\_\_\_\_; \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event date: \_\_\_\_\_ at: \_\_\_\_\_ length: \_\_\_\_\_ (hours)

Anticipated Attendance: \_\_\_\_\_

Pre-sale Price: \_\_\_\_\_ (per ticket)

At the door Price: \_\_\_\_\_ (per ticket)

How many ticket sellers: \_\_\_\_\_

How many hours: \_\_\_\_\_ (3 hours min.) x \$12.00/hr = \$\_\_\_\_\_.

**\*\* Organization has to fill out Requisition forms for:**

- 1. Ticket sellers (check payable to: Associated Students, SJSU)**
- 2. Sound & Lighting (P.O for: Morris Daily Auditorium)**
- 3. U.P.D. (P.O for: U.P.D, SJSU)**
- 4. Student Union, SJSU (P.O. for: room rental or sound & light)**

**\*\* Morris Daily Capacity: 853 (Max):**

**\*\* Delivery tickets: stamp all tickets; given out 1000 tickets (Max) to sell.**

**\*\* Check if that contact person name is on the signature card.**

**\*\* Ask him/her to sign and date on the form to delivery tickets.**

All Events have to be set-up two weeks in advance.

Make sure they have an account with Campus Side (22000.xxx)

If an Organization has funding from Associated Students, then Organization doesn't need to pay for Ticket Sellers.

For further information, please contact Vi Nguyen at 4-6230 or my office located inside the Student Union, 2<sup>nd</sup> Floor, Room 235.