

San José State University
Student Organization On-Campus Events

POLICIES and PROCEDURES

(8/25/03)

Scheduling

1. Events must be scheduled in the appropriate office at least 45 days in advance of the event date.
2. All required scheduling forms indicated below must be completed and submitted to the appropriate office at least 30 days in advance of the event date.
 - a. Facilities Request Form
 - b. Event Description Form (including goals and objectives of the event, publicity plan with copies of all fliers, posters, banners, tickets, etc., and projected revenue)
 - c. Independent contractor agreements for all service providers for the event, even if the services will be provided for free
 - d. Copies of all Purchase Orders from the Associated Students General Services Office for all service providers for the event
 - e. Copies of all publicity, advertising and tickets
 - f. Certificate of Insurance
3. Student organizations wishing to use an academic facility for an event must follow the procedures above, and the event must be approved prior to the academic facility use approval.
4. 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.
5. The use of promoters for student organization events is not permitted.
6. The University will not schedule social events for student organizations to extend past midnight.
7. Alcohol is not permitted at student organization events.
8. The Event Sponsor must be currently registered through the Student Life Center.
 - a. The Student Life Center will distribute to scheduling offices as soon as possible after the start of each semester a list of currently registered student organizations.
9. 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.

- a. The Associated Students General Services Center will distribute to scheduling offices as soon as possible after the start of each semester a list of currently registered student organizations which have a current account.
10. For any event that is determined to be outside of normal meeting room use, 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 entire duration of the event.
11. Food and/or food sales must be approved by Spartan Shops, and evidence of such approval submitted to the appropriate scheduling entity 7 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.
12. Student organizations may only schedule large outdoor (entertainment and/or festival type) events through the sponsorship, and assistance, of Associated Students and/or other appropriate campus departments. Procedures for scheduling and approval of such an event may be obtained from the appropriate scheduling office.
13. Events are not considered confirmed until the appropriate parties representing the Event Sponsor have met with the appropriate scheduling office personnel, all required paperwork has been submitted, and all 30-day 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 appropriate scheduling office), and must be approved 30 days in advance of the event date by the appropriate office. Use of unauthorized/unapproved advertising (including internet websites) will 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 will 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.)
 - “doors close by 9:30pm” (or earlier)
 - b) Dances/Concerts
 - 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 without prior approval by the appropriate scheduling 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 on the day of 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 appropriate scheduling office.

Tickets

1. Ticket sales in advance of an event must not commence until event approval has been granted by the appropriate 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, will 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 and admission 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.
6. Ticket prices may not vary at any time from those approved and published in event publicity/advertising.

Insurance and Liability

1. General Liability and Property Damage Insurance, or Special Event Liability Insurance is required for all events determined to be outside of normal meeting room use. The appropriate scheduling office will provide information on insurance requirements and may direct organizations to the University Human Resources Office to meet their event insurance needs. Proof of insurance is due to the appropriate office at least 30 days prior to the event date.

2. Information on, and application for Special Event Liability Insurance for campus organizations is available online at the Safety and Risk section of the University Human Resources website (http://www.sjsu.edu/hr/safetyrisk/risk_manage.html) under Special Events Liability Insurance Guidelines and Forms, or at the University Human Resources Office.
3. Special Event Liability Insurance should be requested 14 days prior to the date it must be provided to the appropriate scheduling office (30 days prior to the event date). To meet this requirement, it is recommended that student organizations begin this process 6 weeks prior to the event date.
4. 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 may require the presence of security personnel.
2. The University Police Department must have received and signed off on the Event Description Form for the event at least 30 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. A meeting must occur between the appropriate representatives of the University Police Department, the appropriate scheduling office, and the Event Sponsor at least 30 days prior to the event date, during which the level of security for the event will be determined.
5. The appropriate scheduling 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.
6. 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

7. 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 appropriate scheduling office and/or University Police Department. The Event Sponsor will be responsible for all associated costs.
8. The University Police Department has the right to cancel any event at any time if they feel that safety is at risk.
9. 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.
10. 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. The University Police are not responsible for clearing the University.
11. 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 appropriate scheduling office at least 30 days prior to the event date. The appropriate scheduling office will determine the required amount of the Purchase Order. Any event cancelled with less than 14 days notice will result in loss of deposit, or a cancellation fee charged to the Event Sponsor.
3. The appropriate scheduling office may arrange for professional cleaning service at the conclusion of all 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 14 days after the event date. Failure to pay in a timely manner will 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 appropriate scheduling office.
2. All services provided to the Event Sponsor must be arranged for on 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 have UPD sign off on Event Description Form 30 days prior to event date.
- 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 obtain and produce insurance 30 days prior to event date.
- Failure to meet with UPD and appropriate scheduling personnel 30 days prior to event date.
- Failure to submit PO to appropriate scheduling office for 50% of projected facility costs and total projected security costs 30 days prior to event date.
- Food and /or food sales agreement/approval not obtained 7 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 representative present for duration of event.
- Any crowd behavior deemed by UPD to put safety at risk.

Appendices:

1. Campus Facility Capacities and Scheduling Contacts
2. Event Description Form
3. Special Event Liability Insurance Guidelines and Request Forms
4. Associated Students General Services Office Ticket Selling Policies
5. UPD Special Event Security Policy
6. Event Deadline Checklist

STUDENT ORGANIZATION EVENT SIGNATURE FORM

Event _____ Location _____

Event Sponsor _____ Date _____

As president of record for at least the past six (6) weeks, and as SJSU faculty or staff representative, 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 will 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 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 will 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 University recognition and/or loss of organizational scheduling privileges for the remainder of the current and the next full academic semester.

REQUIRED SIGNATURES:

President of Record (for at least the past six weeks)

(Printed) _____

Signature _____ Date ___/___/___

SJSU Faculty/Staff Representative

(Printed) _____

SJSU Dept. _____

Signature _____ Date ___/___/___