

STUDENT ORGANIZATION EVENT PLANNING POLICY

INTRODUCTION

This guide is offered to provide information to recognized student organizations at West Chester University about event planning policies and procedures in addition to those offered in the [University Event Planning site](#) through University Affairs.

Note, all student groups must begin their reservation process for any campus space through 25Live. **Submitting a reservation request does not guarantee that request has been confirmed.**

Before you submit a request on 25Live, you acknowledge you have you understand the policies and steps outlined the in the [University Event Planning site](#) as well as those on this page. If you have questions, contact the Office of Student Leadership and Involvement at 610-436-2117 or involvement@wcupa.edu.

UNDERSTANDING UNIVERSITY POLICY

This website supports the [University Event Policy](#), the purpose of which is to provide clear, consistent, and equitable expectations for staff, faculty, students, and external constituents to ensure the safe and successful implementation of events in University-owned or rented spaces.

All reserved buildings/facilities have individual policies/procedures that must be followed. For a complete listing of policies/procedures for a building see the link to the facility administrators on campus, [please click here](#).

Please refer to the [Campus and Classroom Scheduling Contact List](#) for a list of spaces on campus and who manages them. Please reach out to these space managers if you have more specific questions about the space.

Note, each venue/space may have different expectations for an event in requiring a faculty/staff advisor be present during the event.

SPECIAL EVENT DEFINITION

These are events other than standard meetings possibly requiring a special setup, food, public safety, electrical needs, special hours, and which may necessitate the use of Public Safety coverage to ensure a safe and secure environment for all WCU students and their guests.

Special Events are defined as any event held on campus requiring the presence of Public Safety, which includes one or more of the following:

1. Non-WCU attendees targeted as core group of attendees (ie: advertising different rate for non WCU)
2. Cash exchanged over \$100 either for admission or fundraising

3. Size of crowd is over 100 attendees
4. Event ends after 11:00pm
5. Nature of entertainment (e.g., DJ, band, performer)
6. The event set up unseated/unstructured
7. Un-accompanied minors are a part of the event/program
8. Take place in any of the following spaces:

| | | |
|---|---------------|---|
| Emilie K. Asplundh Concert Hall | Ehinger Gym | Hollinger Gym |
| Main Hall 168 | SECC 108 | Sykes Ballrooms, 115, Ram Park, Theater |
| Swope Music Venues - Madeleine Wing Adler Theatre | Academic Quad | Residential Quad |
| John A. Farrell Stadium | | |

Public Safety will determine if the nature of the special event requires their presence.

SPECIAL EVENT REQUEST PROCEDURE:

1. All special event requests are made on 25Live at least four (4) weeks in advance of the program date.
2. In accordance with the Student Organization Special Event Advising Policy, all student organizations must complete a Special Event Intake Form at least four weeks prior to the event.
 - a. Any events that have had safety issues in the past will need to complete the Special Event Intake Form.
3. If your event fits the special event criteria, your organization will be required to have an in-person meeting with Public Safety to discuss your specific event details and determine if public safety is required to be present at your event. Please see **PUBLIC SAFETY STAFFING section** for Public Safety staffing details.
 - a. This meeting must take place no later than two weeks prior to the event.
 - b. Your event will remain “tentative” and will not be confirmed until that meeting occurs.
 - c. For late night events, a walk-through will also need to be scheduled one week prior to the event.
4. Once all necessary information is obtained by the space manager and Public Safety, the “Student Program Activity Review Committee,” will confer at its weekly meeting to “approve,” said event. This will be communicated by the space manager sending the space request approval.

Special Event Time and Calendar Restrictions

1. No special events can take place during reading days, fall/winter break or finals week.

2. Special Events are only permitted to take place until 12:00 midnight Sunday – Thursday.
3. Friday and Saturday events are only permitted to take place until 12:30am. This means that the event concludes by 12:15am.
4. Special events cannot take place the day before a major University event (Homecoming, Welcome Week, Graduation, Ramboree, Home Football Games) as Public Safety will not have the capacity to assign officers.

PUBLIC SAFETY STAFFING

1. After submitting the Special Event Intake Form, you will request a meeting with the Public Safety staff.
2. If Public Safety is required due to the nature of your event, your **organization will be responsible for the costs**. Public Safety bills are to be paid at the end of the semester. Failure to pay a Public Safety bill within these 30 days of billing will result in loss of all “dance, party, event” reservations until that bill is paid in full.
3. The number of officers for events will be 1 officer per 50 people.

SPECIAL EVENT POLICIES AND REQUIREMENTS BY LOCATION AND EVENT TYPE.

Most special event types have specific policies that pertain to them. Before planning a special event, review the policies and requirements below for your special event type and location.

Specific policies by *location* not found on the University Event Planning site:

1. Student Recreation Center Space: All requests to use a Campus Recreation Center Space must complete their request form 2 weeks prior – [Student Recreation Center Event Rental Request Form](#)

Specific policies by *event type/activity* not found on the University Event Planning site:

1. 5Ks or races that start, end, or use campus locations must submit a request for that space on 25Live. 5Ks or races may occur on North or South Campus.
 - a. 5K Runs/Walks: Typically, these are held on pre-approved courses on north campus or south campus. A reservation must be submitted through 25Live. Public Safety is typically present at these events to monitor traffic.
2. Movies must follow [the policy from Sykes Student Union here](#) that also applies to every space on campus.
3. Any un-accompanied minors that are a part of your event, must complete [this form](#) at least 48 hours prior to the event.

Specific policies for LATE NIGHT EVENTS POLICY (DANCES/PARTIES)

1. Timeframe: All parties must end by 12:30a.m. with full lights on/music off and everyone out by 1:00 am. If your event will be going until 1:00 a.m., your party may start as early as 9:00pm.
2. Entrance to a dance, party, concert, or event is permitted with the following:
 - a. Valid WCU ID (may enter at any time)
 - b. Valid ID from another college or university (must enter the event prior to midnight)
 - c. Valid State issued ID
 - d. Only WCU students with ID will be permitted inside after midnight.
 - e. No one under 17 admitted
3. The number of officers for events will be 1 officer per 50 people.
4. Event Hosts
 - a. Sponsoring organizations must have students responsible for host duties, based on the number of attendees:
 - i. Events with up to 199 guests: minimum of 4 hosts
 - ii. Events with 200-299 guests: minimum of 5 hosts
 - iii. Events with 300-399 guests: minimum of 6 hosts
 - iv. Events with 400-500 guests: minimum of 7 hosts
 - b. It is the responsibility of the students sponsoring the event to remain out front of the event and are required to be responsible for checking ID's and administering wristbands for all guests entering the event. An officer will stand by to assist the student if they run into any disruptive students/visitors.
 - c. It is the organization's responsibility to assist Public Safety when called upon to usher guests out at the conclusion of the event.
5. Event Access
 - a. Metal detectors and ID scanning will be used when deemed appropriate by Public Safety.
 - b. Officers are to perform cursory search of all large bags bulging jackets or coats.
 - c. No one is allowed to enter the event with open containers or glass bottles, or anything that can be used as a weapon.
 - d. No one that appears inebriated will be allowed to enter the event. This can be determined by either Public Safety or the event hosts.
 - e. **Anyone found with alcohol or drugs will be arrested.**
6. Student hosts need to coordinate a walk-through with Public Safety and the space manager of the location, to take place no later than one week prior to the event. The student hosts need to set the date of this walk through by the time the initial meeting is set two weeks prior to the event.

7. Proper lighting **MUST** be maintained in all facilities during all dances/parties. Programs held in Ehinger Gymnasium **MUST** keep one set of balcony lights on.
8. In Sykes Student Union, the Student Director and Public Safety will coordinate safety needs with the group's requests in setting a desired level of lighting. Safety **MUST** always be the first concern.
9. **All advertising must be approved by the Public Safety before posting.** Advertising is NOT PERMITTED on the area radio station, except WCUR and must meet the guidelines detailed in the "Advertising and Signage" policy on the University Affairs Event Planning site. Flyers must **state the following on the flyer:**
 - Maximum guests permitted, Ehinger **400** and Sykes Ballrooms **500**
 - WCU ID, picture ID from another college or government-issued ID required
 - All IDs will be scanned
 - Metal detectors in use
 - No one under 17 admitted
10. It is the organization's responsibility to issue wristbands for each guest and themselves (provided by Public Safety).
 - a. All wristbands need to be accounted for.
 - b. The maximum number of individuals permitted is 400 in Ehinger Gym and 500 in Sykes Ballrooms.
 - c. Once they have all been issued, there will be NO further admission.
11. The practice of paying an artist (DJ, band, etc) with cash or personal checks "under the table" is not permitted. All performers receiving compensation for services must have a contract. Sample contracts can be obtained on the [SSI website](#).
12. DJ will be placed in the balcony of Ehinger gym and area blocked off for access.

FINANCIAL POLICIES AND CONTRACTS

Financial Policies - All student organizations are required to follow the [Student Government Association Financial Policies and Procedures](#). Organizations with SSI accounts must follow all [SSI Policies and Procedures](#).

Contracts

For any services rendered at your event requiring or not requiring payment, including but not limited to, a performer, DJ, a moon bounce or novelty, or any outside vendor providing any service at your event you must have a contract.

**STUDENTS ARE NOT PERMITTED TO SIGN CONTRACTS WITH AN OUTSIDE AGENCY.
DOING SO COULD PUT YOU AT GREAT LEGAL RISK.**

SSI Executive Director must sign all contracts.

All forms for spending funds can be found on the SSI website [here](#), including a Sample Contract.

To ensure that agreements for services are legal and appropriate, the following are policies for all officially recognized West Chester University student organizations regarding contracts:

1. For SSI/SGA funded student organizations sponsoring both on-and-off-campus events and programs:
2. All contracts and/or agreements with outside agencies must be approved and signed by the executive director of SSI.
3. Under no circumstances can a student sign a contract or agreement with an outside agency.
4. For student organizations not funded by SSI/SGA sponsoring on-campus events and programs:
5. All contracts and/or agreements with outside agencies must be approved and signed by the executive director of SSI if the amount is over \$300.
6. All contracts and/or agreements with outside agencies must be approved and signed by the student organization's official faculty/staff advisor if the amount is \$300 or under.
7. Under no circumstances can a student sign a contract or agreement with an outside agency.
8. Verbal Agreements and email correspondence may be viewed as a contract by an agency, legally binding you if your language isn't clear. Be specific when you are researching a performer/entertainer/service that you are simply looking and not committing to anything.

COLLECTING MONEY

Venmo

The Office of Student Leadership and Involvement highly encourages all student organizations to utilize the SSI Venmo system. Students may not use other electronic banking applications since those applications deposit funds into personal savings or checking accounts.

Student Services, Inc. offers the opportunity for student organizations to accept money for events via Venmo. SSI has set up a general account for students to utilize if they would like to have other options of payment besides, cash, check, or Ram Bucks.

If student organizations are accepting Venmo at an event, we ask that all individuals send their funds directly to our Venmo account (@wcu-ssi). When sending money to the account, SSI requests that individuals write in the description box the organization's name and number and the reasoning behind the money being sent. This way when funds are reconciled SSI will know which organizations the funds are to go to and why.

Cash

1. All cash collected on campus must be immediately deposited into the student organization's Student Services, Inc (SSI) account before leaving the event.
2. This pertains to ALL events, including but not limited to bake sales/vending sales, admission charge for events, canning, donation drives, registration fees, tournament fees, etc.
3. To deposit cash, please count the money you collected, fill out an SSI Deposit Slip (obtained at the SSI Service Center on the ground floor of Sykes), place in a sealed envelope, and placed in the slot in the RamCard office.
4. Cash boxes, money bags, and change can be obtained at the SSI Service Center for your event. Please note the SSI Service Center Hours are 8:30 am-4:00 pm Monday-Friday. If your event takes place outside of those hours, please arrange to pick up the money box or change before during their business hours.
5. After your event, you must count and deposit the money using the steps above and return the empty cash to the SSI Service Center.

Please note that collecting cash at an event is a safety concern and will necessitate public safety's presence at your event.

Tickets

It is highly recommended to sell tickets through the SSI ticketing window. You can visit the service center window on the ground floor of Sykes. From there, you will fill out paperwork and your tickets will be available to be purchased on <https://www.wcupatix.com/>. SSI can also give you physical tickets to sell at your event with the cash box or with credit card via the website.

FOOD

Depending on the space you are requesting, food may or may not be permitted. Groups utilizing a disposable food set up are responsible for the clean-up of the materials at the end of their event.

The following are polices that all student organizations must follow when having food at their program:

1. All Public events on campus are required to use Aramark/New Street Catering for their programs, meetings, and events. Information about Aramark/New Street Catering can be found by visiting [this website](#).
 - a. **If you would like to use another food service vendor for any reason, you must obtain a signed waiver from New Street Catering granting that**

permission. You may contact New Street Catering at (610)436-3130 or via newstreetcatering@wcupa.edu

- b. Public events are considered any event where non-members of your organization/department will be present. The waiver takes two weeks to process, so please plan accordingly.
 - c. After obtaining that waiver, all catering for public events must gain additional approval through the Chester County Health Department to ensure the safety of your attendees, if the vendor is licensed outside Chester County.
2. Student/campus organization programs, meetings, and events that are closed to the public and considered “private” will be permitted to bring food in from an outside vendor with the appropriate approvals from the venue in which the program is being held.
 3. Food prepared in a non-commercial, unlicensed facility/setting will NOT be permitted.

This is a regulation from the Chester County Health Department Bureau of Environmental Health Protection which specifies that: “No food prepared in a private home or which has been processed in a place, other than a commercial food processing establishment regulated by the CCHD or any other appropriate, official, regulatory agency, shall be sold, offered for sale or given away.

- a. Baked goods, soft pretzels, water ice (must use a disposable scooper to dispense) and similar items are exempt from this policy.
4. General guidelines for all events, either private or public, where food will be served:
 - a. You must thoroughly wash your hands before handling food or putting on gloves.
 - b. You may not touch food with your bare hands. Single-use, food-grade gloves (not latex) is the suggested practice. Tongs, deli wrap, or wax paper sheets are permitted for baked goods.
 - c. Food must remain covered at all times. Covered containers, plastic wrap, or individual serving containers are all acceptable.

ALCOHOL

1. Use, sale, exchange, possession, or consumption of alcoholic beverages on-campus or off-campus, if such off-campus use violates local, state, or federal law is prohibited. Any violation of the University’s alcohol policy, outlined in Code of Conduct, shall be construed as a violation of this section. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion will be imposed on any student found guilty of providing alcohol to minors.
2. Alcohol is not allowed, unless approved by the President’s Office, on the West Chester University campus and it is a violation of this policy to possess alcohol.

Demonstrating that a student has knowledge of the location of alcohol and the intent to exercise control over the alcohol shall constitute possession.

ACCOUNTIBILITY PROCESS

If a student organization fails to abide by any of the policies outlined in this document, or any policies of the space venues on campus, the group will be held accountable through the Office of Student Leadership & Involvement. Accountability procedures are outlined in the [Student Organization Policy and Procedures Manual \(SOPPS\) Article V.](#)

Accountability sanctions can be the following:

1. Warning
2. Suspension
3. Recommendation of derecognition to the Student Government Association