**LATE NIGHT PROGRAM EVENT FORM**

**Please review the policy below and completely fill in the form at the end and obtain the appropriate signatures. This form must be submitted at least 10 business days (two weeks) prior to the date of the proposed event or planning for the event may not proceed.**

**Please contact the Campus Activities and Corey Union Office, Corey Union, Room 406 for assistance.**

POLICY

**440.20 LATE NIGHT PROGRAMMING**

Periodically, student groups wish to host programs whose hours extend past the normal building closing time. Such events are required to conclude by 2:00 a.m. Occasionally the College will entertain allowing specific events considered “all-night” events such as Recreational Sports activities, dance marathons and the Relay for Life, but these will be limited. Designated staff in the Office of Campus Activities and Corey Union will review each program request individually via the **Late Night Program Event Form** available in Corey Union, Room 406. The Office of Campus Activities and Corey Union reserves the right to allow any event or not based on security concerns including but not limited to:

Where the event is located

If the event is closed to SUNY Cortland students alone, open only to SUNY Cortland students and their guests, or if it is open to the public. (The policy regarding guests follows below)

When the event is being held

The various elements to the event, possibly including anything which may be considered controversial (See Handbook 440.12.E)

Speakers and/or performers at the event

Whether music loud enough to disturb others in adjacent areas is part of the event

History of the event having security needs and/or problems and/or concerns in the past.

If security concerns are such that it is determined that security must be provided through and by the University Police Department, there is a cost for security of this nature and the sponsoring student group will be expected to cover these expenses, along with any other personnel expenses associated with keeping any facility open past its normal hours of operation.

For all events which extend beyond normal hours of operation it is required that the advisors of any and all sponsoring organizations as well as employee chaperones be present for the duration of the event. The advisors and chaperones will be expected to act in the best interest of the College should any emergency situation arise during the event. It is the duty of the sponsoring organization to identify and invite their advisors and chaperones and gain their commitment to being at the event at least 10 business days (two weeks) before the program. Should this not be accomplished, the event may not proceed in the planning process. The following represents two models of operations for these types of events, considered Building Policy for Corey Union, one for the Exhibition Lounge and one for the Function Room. Groups wishing to sponsor a late night event should plan accordingly based on these models and note that this represents the minimal level of supervision required:

**For late night events in the Corey Union Exhibition Lounge:**

The event must conclude by 2 AM.

Sponsoring group(s) advisor(s) must chaperone the event the entire time.

Another full time faculty/staff member must chaperone the entire time.  (This means a minimum of 2 for any event, possibly more if an event is co-sponsored by two or more groups).

One Student Director will be on duty for building supervision and their time will be billed back to the sponsors for hours worked beyond the normal operating times of the building.

Members of the University Police will conduct several walk-throughs of the event and will assist in clearing the building at the event’s conclusion.

The event is limited to 174 persons total at any one time.  All SUNY Cortland students are signed in and allowed to register no more than two guests. (Guest Policy follows)

The University Police and/or the building staff have the authority to shut down the event should a crime or dangerous disturbance take place (See Handbook Chapter 470.03).

Any overtime maintenance and/or custodial costs as well as costs incurred as a result of any damages from the event will be billed back to the sponsoring organization(s).

**For late night events in the Corey Union Function Room:**

The event must conclude by 2 AM

Sponsoring group(s) advisor(s) must chaperone the event the entire time.

Two other full time faculty/staff members must chaperone the entire time.  (This means a minimum of 3 for any event, more if an event is co-sponsored by two or more groups).

Two Student Directors on duty, one for the event, one to supervise the building, and their time will be billed back to the sponsors for hours worked for the event.

Two University Police Officers will be assigned to the event and will also assist in clearing the building at the conclusion of the event.  Costs associated are billed back to the sponsoring organization(s).

The University police and/or the building staff have the authority to shut down the event should a crime or dangerous disturbance take place (See Handbook Chapter 470.03).

The event is limited to 400 persons total at any one time.  All SUNY Cortland students are signed in and allowed to register no more than two guests. (Guest Policy follows)

Any overtime maintenance and/or custodial costs as well as costs incurred as a result of any damages from the event will be billed back to the sponsoring organization(s).

The sponsoring group will be responsible for setting up a pre-program meeting with the director of Corey Union and Conferences or the associate director of Corey Union and Conferences at least 10 business days (two weeks) before the event. At that meeting, the following topics will be discussed and procedures for the event will be decided:

1. The type of event (party, performance, etc). All events must not violate applicable laws, college policies, InterGreek, Intramural, Recreational Sports and/or Student Government Association (SGA) policies if applicable to the sponsoring organization(s). SGA groups in particular are specifically directed to the SGA Financial Handbook which outlines policies for fundraisers and events where an admission fee is to be charged.

2. Process for identifying attendees at the event, such as a sign-in sheet, use of wrist bands to identify guests, forms of picture identification accepted, etc.

**Guest Policy a. Definitions:**

**Guest** - a person who is not a SUNY Cortland student and is visiting a current registered SUNY Cortland student. Guests of on campus students must be officially registered with their residence halls and in keeping with residence hall policy must be of college age (17-24).

**Host** – a registered SUNY Cortland student having one or more guests visit them.

 **Trespasser** – any non SUNY Cortland student who is not properly registered

 by a host.

b. Procedures:

 For their security and yours, all guests must be registered and must be

 escorted by his/her host at all times. Once registered, guests will receive a

 wrist band that they must wear visibly on their wrist at all times. SUNY

 Cortland students are fully responsible for his or her guest(s). This means

 that if a guest breaks a window, disturbs other students, etc. the SUNY

 Cortland student may be referred for judicial action and will be held

 accountable for the actions of their guest(s). A SUNY Cortland student

 may not host more than two guests at any time. All guests are expected

 to follow the same rules and policies that SUNY Cortland students are

 expected to follow. The College is not liable for injuries to, or personal

 property of any guest.

 The host will be held accountable for any inappropriate behavior his or

 her guest(s) may engage in while at Cortland.

 Hosts have a responsibility to make his or her guest(s) aware of parking

 regulations, inform them that they must register their vehicles with the

 University Police Department and be sure that they park only in appropriate

 areas. Any questions regarding parking, please call the University Police

 Department at 607-753-2112 (non-emergency).

 3. Identification of advisor(s) and chaperones, including full-time SUNY Cortland

 Faculty/staff members (it would be best if these individuals were in attendance at

 this meeting).

 4. Responsibilities of recognized group members during events.

 5. Clean-up responsibilities.

 6. End of night responsibilities and procedures, i.e. when the music will be turned

 off, lights on, pack up and vacating the premises.

Once all these areas have been approved, the event may proceed. Should the advisor(s) and/or faculty/staff members who are chaperoning the event fail to arrive at the designated time, the event will be immediately cancelled by SUNY Cortland Corey Union staff and the building closed.

Student Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fundraiser: Y\_\_\_\_ N\_\_\_

If the event is a fundraiser, please attach a signed and approved copy of the appropriate form

Student Organization Member

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Group Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chaperone (Full-time SUNY Cortland employee)

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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