The following is a policy and set of standard operating procedures for on-campus social events sponsored by student organizations.

An on-campus social event is any program or activity taking place on the NIU campus which is planned, sponsored, hosted, co-hosted, or promoted by an organization which is open to non-members of the hosting student organization(s).

Questions about what constitutes a social event can be directed to Student Involvement & Leadership Development at 815-753-1421 or studentinvolvement@niu.edu.

General Information

- 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 & Leadership Development, Student Association, NIU Department of Police & Public Safety, Student Conduct and any other related departments will be allowed to host social 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 student organizations cannot act as “host” for an unrecognized student organization or non-NIU group or agency to manage an event. The NIU student organization(s) must manage the event.
- 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 “Guest Admittance” or “Late Night Events” policy (see “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.
- Prior to submitting an event registration on Huskie Link, organizations must secure a venue.
- To ensure the success of on-campus events, events that occur at concurrent times/dates may not be approved by the Social Events Committee. Priority will be given to the event which was first registered through Huskie Link.
- 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.

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.
• Student organization members must be present at least one hour before doors open.
• Events will not begin until a representative from the hosting organization 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 or the organization will be charged staffing fees and related event preparation costs for the event at the discretion of the venue. Please note that any costs incurred before the cancellation that are a direct result of the event may also be the responsibility of the organization.
• 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 & 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.
  ✓ Event coordinator must meet with the NIU Department of Police & 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 & Public Safety.
  ✓ The hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by Jill Zambito, Director of Student Involvement & Leadership Development.
  ✓ The hosting student organization’s President, Advisor, and Treasurer (or Accounts Receivable officer) must review and approve the event within Huskie Link.

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 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.
• At least one organization member coordinating the event 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 & 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.

Event Security
• The NIU Department of Police & Public Safety will assess and determine the security staffing needs for the event based on the meeting with the student organization event coordinator, Huskie Link event
planning form submission, and organization’s event planning history. See Appendix B: NIU Police & Public Safety Event Risk Assessment Guidelines and Appendix C: NIU Police & Public Safety Event Staffing Matrix.

- The NIU Department of Police & Public Safety will work with the event venue to determine security needs.
- The NIU Department of Police & 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 & 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 & 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 & 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 & Public Safety.
- The NIU Department of Police & 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 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 & 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 & Leadership Development, or any department involved in the planning of the event (i.e., the NIU Department of Police & 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 & 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 & 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.

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**Guest Admittance**

- All NIU students can bring a maximum of two guests to each ticketed event.
- 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 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.
- NIU students must present their OneCard to get into events. For non-late night events, all guests are required to have a state-issued ID and be at least 18 years old to attend events (see “Late Night Events” section for information on late night event guest admittance).
- Students, performers, and organizations are responsible for the behavior of their guests.

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**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 does not apply to student organizations’ regularly scheduled business meetings that have attendance limited to organization members.
- 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 Social Events Policy for special events. Exemption requests must be submitted within Huskie Link during the event registration process or to Student Involvement & Leadership Development at studentinvolvement@niu.edu at least three weeks prior to the event. Student Involvement & Leadership Development and the NIU Department of Police & 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 & Leadership Development, the Student Association, the NIU Department of Police & Public Safety, Student Conduct, etc.?
✓ Have an Accounts Receivable/Cost Center number?
✓ Have a designated event coordinator for this event?
✓ Plan to have organization members present at least one hour prior to the start of the event?
✓ Have a meeting scheduled with the NIU Department of Police & Public Safety in order to discuss security needs?
✓ Have a thorough knowledge of the On-Campus Social 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 & 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 & 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 meet with the NIU Department of Police & 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 & Public Safety.
✓ Have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by Jill Zambito, Director of Student Involvement & Leadership Development.
✓ Have your President, Advisor, and Treasurer (or Accounts Receivable officer) review and approve the event in Huskie Link.

AT LEAST 48 hours Prior to Event
✓ Deadline to cancel your event to avoid being charged staffing fees and related event preparation costs for the event.
✓ 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 & Public Safety, venue representative(s), and/or Event Production Services will take place to discuss entry procedures and important information about the event.
Appendix B

NIU DEPARTMENT OF POLICE AND PUBLIC SAFETY
EVENT RISK ASSESSMENT GUIDELINES

The Northern Illinois University Department of Police and Public Safety (NIU PD) seeks to ensure the safety of all persons on campus, and to protect all facilities on campus from damage. Proposed events can create a substantial, non-speculative concern about the safety of attendees, the NIU community, and/or the general public, or a substantial, non-speculative concern about potential damage to NIU property. NIU PD is one of the departments that must be involved in the pre-planning and research of all major special events held on the University campus. The reasons for detailed planning are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order
- To protect persons and property
- To respond to and implement emergency services when required.
- To prepare for and request necessary emergency and non-emergency services
- To determine the best methods for achieving these goals in a cost effective manner

An event security position is defined as a NIU PD police officer. Additional support personnel such as security guards and student event staff may supplement security positions as needed for access control operations, crowd monitoring and other duties as assigned.

Events Risk Factors

Many factors determine the need for our services and we will work with organizations in an effort to make events on campus as safe and secure as possible at the lowest possible cost. The NIU PD will consult with the venue managers prior to making final decisions on police and security staffing levels. Listed below are some of the factors used to determine security needs:

Expected Crowd Size: The expected crowd size for an event and maximum occupancy limits for the selected venue will factor in the decision of the number of security personnel required. The NIU PD Staffing Matrix will be used as a guideline to predict staffing levels necessary for a particular event. Actual staffing numbers may increase or decrease based on the totality of the event risk factors. The final staffing
deployment for security need is determined by the NIU PD.

**Nature of Event and Nature of Crowd:** The NIU PD will consider the nature of the event, the nature of the crowd and the expected attendees. The NIU PD recommends additional security depending on the age of the expected attendees; whether the event is open to the entire university or closed (restricted to members of the sponsoring organization and their guests); the presence of alcohol; whether attendees are from outside the university community or part of it; and based on the attendee activities typical of a particular type of event. Consideration also will be given the following factors, among others: use of DJs, live bands, and expected lighting conditions.

**Security Needs For Similar Events:** The NIU PD will consider the prior security history pertaining to events sponsored by the student organization in the past or at similar events sponsored by other student organizations. The NIU PD will also consider the sponsoring organization's past ability and willingness to coordinate, communicate and cooperate with police and venue staff. If an artist/performer is scheduled to perform at an event, the history of the artist/performer at other venues will factor in the decision of the number of security personnel required.

**Event History:** If an event is conducted with any level of repetition (annual, each semester, monthly, etc.) the NIU PD will examine past event history to ascertain if the event usually ran smoothly or had been prone to security problems. Problem events may warrant a higher level of security coverage.

Additionally, a review of artists requested to perform at NIU venues will be conducted as part of this process. Factors considered include, but are not limited to, active criminal arrests warrants or crimes of violence (i.e. homicide, aggravated assault, mob action, sexual assault, distribution of controlled substances), known gang affiliation, and other factors not aligned with NIU’s educational mission and campus safety.

**Time of Event:** Events ending before midnight generally have lower security risks, and, consequently, require less security. Events scheduled to end after midnight may require the use
of additional security personnel and equipment. Even when not required by NIU PD, sponsoring organizations may request the use of additional personnel and equipment at their cost. Other factors to be considered in the determination of the number of security include:

- The date and day of the week that the event is to take place;
- the planned duration of the event; and
- the number of other events occurring at the same time that require security

**Money Collection:** The NIU PD recommends additional security positions whenever an event is accompanied by money collection activities, e.g. souvenir sales, refreshment sales or donation collection. Personnel assigned to a security position to guard or escort cash are generally not available to patrol other areas of the event.

**Searches:** Searches of event attendees are authorized only when coordinated by the NIU PD. The NIU PD requires at least one police officer for every point of entry where searches are to be conducted. The potential for alcohol, drug, weapons or other illegal substances to be brought into the venue will factor in the decision on whether searches will be conducted.

**Written Invitation or Prior Ticket Sales:** Events restricted by written invitation or involving advanced ticket sales usually require less security than events open to the public and/or when tickets are sold at the door or gate.

**Venue Access Points:** The number of access points to an event may affect the number of security personnel the NIU PD requires. As a general rule, the greater the number of access points, the more security personnel will be required.

**Higher Profile or VIP Speakers or Subject Matter:** Celebrities, controversial speakers, and some politicians may require “dignitary protection” measures which normally go beyond normal event security measures. Similarly, events which have controversial or highly charged subject matter may warrant special security considerations.
Advertising: Events which are advertised in the media beyond the NIU community may require a higher degree of security consideration (staffing, physical security, etc.).

Impact on University and/or Surrounding Community: In order to control any adverse impact (crowd management issues, traffic considerations, etc.) as the result of a certain type of event, staffing and physical security measures may be increased.

Duties of Security Personnel
Security personnel are at all times subject to the policies and procedures of the NIU PD. Those in charge of an event or other activity requiring a detail have no authority over police personnel, and are restricted to providing only a general description of the task or function to be performed by event security personnel. When provided by persons hosting an event or in charge of an activity, post assignments and other assigned tasks shall be considered only as guidelines and may be modified or canceled at the discretion of the chief of police or designee. A general description of police tasks will never supersede NIU PD policies, instructions, or specific assignments made by the chief of police or designee.

Detail security personnel remain under the exclusive control of the NIU PD and are accountable for strict adherence to all departmental policies. Any instructions from an individual organizing an event or activity to security personnel that conflicts with public safety will not be considered or followed and will be disregarded.

As determined by the NIU PD, security personnel assigned to a detail may be redeployed to other duties, locations, or events based on operational needs and the safety of the campus and community.
The NIUPD Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary by the NIUPD, SILD, the venue or those responsible for the event. Ultimately, the decision of the NIUPD regarding staffing will prevail.

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<thead>
<tr>
<th>Estimate # of Attendance</th>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
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<tbody>
<tr>
<td>0 -100</td>
<td>101 -200</td>
<td>201 - 500</td>
<td>501 - 1000</td>
</tr>
<tr>
<td>Invited Guest/Speakers</td>
<td>0</td>
<td>0</td>
<td>1 officer</td>
</tr>
<tr>
<td>Shows or Competition (Comedy, Talent, Dance, Modeling, Pageant)</td>
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<td>0</td>
<td>2 officers</td>
</tr>
<tr>
<td>Dances</td>
<td>0</td>
<td>0</td>
<td>3 officers</td>
</tr>
<tr>
<td>Live Concerts</td>
<td>0</td>
<td>0</td>
<td>2 officers</td>
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Event Staffing Requirement Based on Specific Location:

**Regency Room (HSC): Attendance 200 - 450**
- Supervisors: 0
- Police Officers: 1 - 3
- Student Event Staff: N/A

TOTAL OFFICERS: 1 - 3
TOTAL STUDENT EVENT STAFF: 0
<table>
<thead>
<tr>
<th>Location</th>
<th>Attendance</th>
<th>Supervisors</th>
<th>Police Officers</th>
<th>Student Event Staff</th>
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<td>Sandburg Auditorium (HSC)</td>
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<td></td>
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<td></td>
<td>500-950 2 - 4 + (1 Sgt.)</td>
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<td>200-500 1 - 3</td>
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<td></td>
<td></td>
<td></td>
<td>500-1000 2 - 4 + (1 Sgt.)</td>
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<td>1000-1500 4 - 8 + (1 Sgt.)</td>
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<td>Recreation Center (Small Gym)</td>
<td>200 - 950</td>
<td>0 - 1</td>
<td>200-500 1 - 3</td>
<td>14 - 16</td>
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<td></td>
<td></td>
<td>500-950 4 + (1 Sgt.)</td>
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<td>1 - 8</td>
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**Staffing Cost per Hour:**

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