



THE UNIVERSITY OF
TOLEDO
1872

STUDENT ORGANIZATION SOCIAL EVENT POLICY

Office of Dean of Students * Phone 419.530.2256 * Fax 419.530.2509

2801 Bancroft St. * 2509 Student Union * Mail Stop 105 * Toledo, OH 43606 * www.utoledo.edu/studentaffairs/dos

Student Organization Social Event Policy

The University of Toledo (UT) has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities. The following policies have been adopted to insure equitable treatment and a safe, secure environment among student groups who wish to host an event on the UT campus.

Organizations who desire an exemption from this policy must submit a written proposal requesting such action. The written proposal is to be directed to the Dean of Students and must be received at the time the event form is submitted after receiving confirmation of adherence to this policy from the Office of Dean of Students at the University of Toledo. The Office of Dean of Students is located in the Student Union Room 2509.

Eligibility

1. University of Toledo recognized student organizations as defined by the Office of Dean of Students are eligible to host an event.

Definition of UT Student Organization Event

Events may fall into two categories at the University of Toledo: Social Events and Non Social Events.

1. Social Events are defined as large crowd/high impact, interactive activities including but not limited to dances, concerts, social mixers/parties, and after parties.
2. A Non Social Event may include but is not limited to conferences, lectures, speakers, and recitals.
3. Determination of the category an event falls into is made by the staff within the Office of Dean of Students.

Reservation Process

1. **ALL** student organization sponsored events at The University of Toledo must have a Student Organization Event Request Form completed no later than twenty-one (21) days prior to the event. Event Forms may be obtained from the Office of Dean of Students in the Student Union, 2509 or the Student Union Office, Room 2500. Events submitted past the twenty-one (21) day deadline may not be approved.
2. All event paperwork must be completed in its entirety and be submitted to the Office of Dean of Students for approval.
3. Upon submission of the Student Organization Event Request Form, based on the nature of the event, the Office of Dean of Students will determine if the event fits the criteria for a Social event. If it does, the student organization will need to complete the Student Organization Social Event Form, and the following procedures will be in place.

Social Event Procedures

1. Advertising

- a. No advertising (posters, flyers, radio, etc.) may be placed off campus, unless approved in advance of the event by the Office of Dean of Students. In addition, all advertisements for on campus purposes must be approved by the Office of Dean of Students.

2. Participants

- a. Attendees must be University of Toledo students and show a valid UT ID. In addition, each UT student is permitted to bring ONE (1) guest to the event. Guests must be 18 years or older, must sign in on the guest list, and must show a valid picture ID (Driver's License or State ID). The student must accompany the guest at sign in. The guest list will include the guest's name and the UT student accompanying them.
- b. All IDs will be checked and scanned using the video equipment available from the Student Union Administrative Office. A staff member of the Division of Student Affairs will approve and scan the IDs.
- c. UT students are responsible for the guests' behavior.

3. Procedural Information

All major event rules will be posted on the doors to the event location and at the check-in table by staff members of the Division of Student Affairs. The signs will state the following:

- a. UT Students permitted with valid UT ID.
- b. One guest per student permitted upon sign-in, who are 18 and older with valid photo ID.
- c. Disruptive behavior is not tolerated.
- d. Alcohol, controlled substances, weapons, etc. are not allowed.
- e. Once you have entered the event, you may not leave the event location.

Additional procedural information for each event is as follows:

- I. Every event attendee must have a wristband on at all times. Wristbands are issued to attendee upon admission to the event and are provided by the Office of Dean of Students. Pre-sale of tickets/wristbands is not permitted; they will only be sold at the time of the event. For events held in the Student Union, the maximum number of wristbands allowed are as follows: Auditorium- 600; Ingman Room- 350. These numbers are for the total attendance at the event. The total number of wristbands issued to an event will be based on the number of projected attendance and the number of officers assigned to the event. If the projected attendance estimate is lower than the allowed maximum stated above, the estimate will be utilized as the official projected attendance when officers are assigned and writebands allocated. Students organizing the event will be counted in the number of wristbands allowed and must have a wristband on at all times. For events in other locations, the total number of wristbands allowed will be determined based upon the allowed occupancy at that location. Only one wristband will be issued per person. The wristbands must be distributed by a member of the Division of Student Affairs staff working the event.
- II. Entrance into event location will have roped off lines for entry. The ropes will be provided by the Student Union.
- III. Every organization sponsoring a social event must identify a primary point person and three (3) event assistants. These individuals must be members of the organization and currently enrolled UT students. The primary point person and three event assistants will wear name tags and a lanyard identifying them. The Division of Student Affairs will have minimally three (3) members of our staff present and working every Social Event. The primary point person and three event assistants will support and assist the staff present in regards to all matters pertaining to the event.
- IV. A pre-event meeting will be held ONE (1) hour prior to the starting time of the event. Attendees will include the Student Union Building Manager, the Division of Student Affairs staff working the event, the Point Person for the organization hosting the event, three event assistants, and the UTPD Point Police Officer assigned to the event. All other police officers will arrive approximately thirty (30) minutes prior to the event. Purpose of this meeting is to review policies, procedures and expectations for the event. Necessary contact information will also be shared at this meeting.
- V. Social Event held may be required to hire University of Toledo police to work the event. This will be determined by the staff approving the event, in consultation with the University of Toledo Police Department. Officers who work the event will be paid an hourly rate by the student organization sponsoring the event. The total number of police officers required for each event is as follows: One officer per 100 attendees, not to exceed 6 officers. The number of attendees estimated for the event must be as accurate as possible. Attendees admitted will be based on number of officers working the event. The number of Police and total hours will be stated in the Student Organization Event Form. Student Organizations will be informed of the approximate cost in advance to assist the organization with budget planning. Student organizations are responsible for the payment of police officers assigned to work the event. The police officers specific responsibilities will be defined and detailed at the Pre-event meeting.
- VI. In the event that a problem/issue/action occurs at the event that may result in a question of safety, the police officer in charge will make the call as to whether the event is cancelled. This decision is final.
- VII. If the sponsoring organization cancels the event less than 48 hours before the event is scheduled to take place, the sponsoring organization will still be charged for costs associated with the police and other associated costs.

4. Event Costs/ Admission Fee

- a. Organizations sponsoring events on The University of Toledo campus will be required to cover all costs incurred with their events. These costs will vary by event and will be determined upon approval of the event.
- b. If money is received in any manner, it must be deposited at the end of the event through the deposit procedures with the Student Union Office. All events held outside of the Student Union should contact the University Police Department for assistance in entering and making a deposit within the Student Union. All recognized student organization hosting events at UT must deposit money collected with the University the night of the event. The money will remain with the University until all event expenses are paid. Then, a University issued check will be given to the organization reflecting their profit.
- c. Up-front funds used in the cash box must be determined prior to the event at the Pre-event meeting. The agreed-upon amount will not be deposited with other funds collected at the event.

5. Compliance

- a. All activities associated with the event must follow all UT policies and procedures as stated in the Student Handbook, the Student Organization Manual, the Greek Procedures Manual and/or any other University of Toledo publication.
- b. Failure to comply with any of the procedures listed above may result in
 1. The event being cancelled, stopped, or shortened
 2. Violation of the Student Code of Conduct



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STUDENT ORGANIZATION SOCIAL EVENT FORM

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Please carefully review the University of Toledo Student Organization Social Event Policy before completing this form. By completing and submitting this form you are agreeing to abide by all regulations set forth in that policy. The policy is attached and available at www.utoledo.edu/studentaffairs/stuorgs.

Organization Name: _____ Date Submitted: _____

Representative Name: _____ Rep Phone: _____ UT Email: _____

Address: _____ City: _____ State: _____ ZIP: _____

Advisor Name: _____ Advisor Phone: _____ Advisor Email: _____

By signing below, we acknowledge that we have read and understand the University of Toledo Student Organization Social Event Policy, and agree to abide by all regulations set forth in that policy.

Representative Signature _____ (Date) _____

Advisor Signature _____ (Date) _____

SOCIAL EVENT INFORMATION

Title of Event/Program: _____

Event/Program Date: _____ Start Time: _____ End Time: _____

Location: _____ Nature of Event (dance, concert, etc.): _____

Number of Students/Guests Attending (this number will be used to hire police and determine wristbands issued): _____

Briefly describe the Event/Program:

Student Organization Event Assistants assigned to this event:

Name	Phone	Email
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Confirmed by: _____ (Signature, must be a representative of the sponsoring organization) _____ (Print Name)

(OFFICE USE ONLY)

University of Toledo Staff assigned to this event:

Name	Title
1. _____	_____
2. _____	_____
3. _____	_____

Confirmed by: _____ Office of Dean of Students (Signature) _____ (Print) Date: _____

University of Toledo Police Department:

The UTPD determines the number of officers required for each event, using the formula of 1 officer per every 100 attendees. If UT and/or City of Toledo police are required, the sponsoring organization will be responsible for the costs associated with policy coverage at the event.

(exact cost will be calculated at the conclusion of the event and billed to the sponsoring organization)

Number of Officers: _____ Estimated Cost: \$ _____

Confirmed by: _____ UT Police Department (Signature) _____ (Print) Date: _____