



**STATE UNIVERSITY OF
NEW YORK AT NEW PALTZ**
Student Activities and Union Services
Student Union Building, Room 211
845-257-3025

STUDENT EVENTS POLICY

The purpose of the Office of Student Activities and Union Services is to support the educational mission of the College via developmental programming involving academic, cultural, social, and recreational experiences. It is the primary focus of this department to provide and promote purposeful involvement of students, faculty, and staff through leadership development, social programming opportunities, fraternity and sorority life, and student government. A sponsoring organization is responsible for the care and safety of all campus residents and their guests at their student events and programs. In order to ensure all events are safe, the following elements must be completed. Though the Student Events Policy seems long and arduous, the process is not hard and the Office of Student Activities and Union Services will walk you through the event planning process.

The following policies in this packet include:

- Getting Your Event Approved
- Security at Your Event
- Guest Policies for Your Event
- Proof of Identification at Your Event
- Rules for Late-Night, Dance Party, and/or High Security Events
- Money Handling Policy at Events
- Posting Policy
- Hiring AV/Tech & Other Student Staff for Your Student Union Event
- Vending Policy
- Showing Films and Movies and Knowing Copyright Laws
- Canceling or Suspending Your Event

GETTING YOUR EVENT APPROVED:

Every event hosted by a student group (except residence hall groups holding events within their building) being held on the SUNY New Paltz campus must have their event approved by the Student Activities and Union Services office. The process for your event typically will follow a standard approval procedure. The steps are as follows:

- The sponsoring group(s) must complete a FUSE form requesting the reservation of space for the event. This form must be completed to the Office of Student Activities and Union Services at least 21 days before an event or 10 days before a meeting. Forms turned after this timeframe may not be approved due to time constraints and logistics of the event. *Please note that large scale festivals, concerts, and other events should be submitted at least 45 days in advance of the event date as more approvals are often involved.*
- The sponsoring group(s) will be scheduled to have an in-person event consultation with the Director of Student Activities and Union Services, or his/her designee.
- At the event consultation meeting, the sponsoring student group(s) should be ready to discuss all logistics for their event such as, but not limited to: a timeline of the event with a comprehensive list of all activities taking place at the event; any outside agencies or speakers performing; biographies of any outside speakers/guests; marketing and promotion plans; a decision of food being held at the event; how the event should be laid out with tables, chairs, and other equipment; projected attendance; technology needs; etc.
- If the event is being held outside of the Student Union, the group will be directed to get approval from the scheduler associated with the event location. Please note this can only be done AFTER the event consultation has taken place as the building schedulers will not reserve the space to a student group without the Student Club Event Consultation Worksheet and a signature from the office of student activities on the FUSE form (both will be obtained at the event consultation).
- Based on the event consultation, the Director of Student Activities and Union Services will notify the sponsoring student group(s) of other departments that must approve the event depending on the logistics of the event. Possible additional approvals may include, but not limited to: University Police, Environmental Health and Safety, Conference Services, Catering, Student Association Business Office, Instructional Media Services, Facilities Management, etc.
- After all approvals have been achieved, all completed paperwork must be returned to the Office of Student Activities and Union Services. At this time, the Office of Student Activities and Union Services will submit facilities workorders and schedule any outside security personnel.
- Please note that all Student Association group must be simultaneously seeking approval for funding for the event through the SA Budget and Finance Committee. If funding is not approved by the Student Association, the event is likely to be cancelled as the group would be unable to pay for any services required to host the event.

SECURITY AT YOUR EVENT:

The Office of Student Activities and Union Services with the advice of University Police, when deemed necessary, is responsible for coordinating and approving a security plan with the sponsoring organization. This plan must be reviewed with the sponsoring organization at least 72 hours prior to the event for the event to be approved.

The following factors will be used when determining how much security (outside security and/or University Police staffing) will be hired for your event and what security checks/measures will be required for entry into the event.

- Where the event is located (indoors or outdoors)
- Is the event closed to SUNY New Paltz students only, open to student and their guests, or is it open to the public.
- When the event is located.
- The various elements/controversial factors to your event.
- Speakers or performers at your event.
- History of the event having security needs and/or concerns in the past.

Please note that security does not come free and the sponsoring student group will be expected to cover these expenses.

GUEST POLICIES FOR YOUR EVENT (YOU NEED TO SELECT ONE):

In order to maintain a safe environment for your event and attendees, the sponsoring student group(s) will be asked to select one of the following Guest Policies for the event. Please note as you move through the options, your likelihood for hiring security increases.

A LEVEL: SUNY NEW PALTZ STUDENTS ONLY:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- No outside visitors will be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

B LEVEL: SUNY NEW PALTZ STUDENTS AND THEIR GUESTS:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- A SUNY New Paltz student will be permitted to sign in up to a maximum of 2 outside guests with valid photo ID to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
- No outside visitors will be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

C LEVEL: OPEN TO STUDENTS WITH COLLEGE ID ONLY:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- A SUNY New Paltz student will be permitted to sign in up to a maximum of 2 outside guests with valid photo ID (college students not required) to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
- A non-New Paltz student with college ID from another college may be permitted to enter the event. These students must sign-in on a Guest Sign In Sheet at the event entrance and leave their college ID with Guest Check-In attendant. ID's may be picked up upon departure or the conclusion of the event. A student from another college MAY NOT sign in guests.
- Visitors without college ID from any college will not be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

D LEVEL: OPEN TO THE PUBLIC, 18 AND OVER ONLY:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- A SUNY New Paltz student will be permitted to sign in up to a maximum of 2 outside guests with valid photo ID (guests must be over the age of 18, as well) to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
- A non-New Paltz student with a valid photo ID listing date of birth may be permitted to enter the event. These patrons must sign-in on a Guest Sign In Sheet at the event entrance and leave their ID with Guest Check-In attendant. ID's may be picked up upon departure or the conclusion of the event. Patrons under the age of 18 will not be permitted to enter the event.
- Visitors without ID will not be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

E LEVEL: OPEN TO PUBLIC (REQUIRED FOR ALL OUTDOOR EVENTS):

- EVENT BEING HELD INDOORS:
 - All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
 - A SUNY New Paltz student will be permitted to sign in up to a maximum of 2 outside guests with valid photo ID to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
 - A non-New Paltz student with a valid photo ID listing date of birth may be permitted to enter the event. These patrons must sign-in on a Guest Sign In Sheet at the event entrance and leave their ID with Guest Check-In attendant. ID's may be picked up upon departure or the conclusion of the event.
 - If the sponsoring group has a special guest list, those on the list are still subject to Proof of Identification.
- EVENTS BEING HELD OUTDOORS:
 - ID's will not be checked for events being held outdoors, unless alternative arrangements can be made.

PROOF OF IDENTIFICATION AT EVENTS:

In accordance with the campus guidelines on Proof of Identification, the following policies are reiterated for student organizations:

- All New Paltz students must show their College identification card in order to gain entry to an event.
- All non-students must show picture identification before entering an event (dances, dinners, etc.). Those not presenting identification will not be allowed to enter the event and can be asked to leave the facility or may be escorted off campus.
- After showing their identification, all non-students must be registered as a guest of a student. The Office of Student Activities and Union Services will provide you with a Guest Sign-In Sheet.
- All ID's will be collected at entrance and no non-student can be at the event without the host who is sponsoring them (unless the event is open to the public).
- Students registering a non-student as a guest will be held responsible for the behavior and actions of their guest at the event.
- Non-students who are guests of a student will be asked to show two forms of picture identification and leave one upon entrance.
- SUNY New Paltz students are allowed to have a maximum of 2 guests at an event.
- If the event is open to the public, non-students will not be required to be registered as a guest of a student.

RULES FOR LATE-NIGHT, DANCE PARTY AND/OR HIGH SECURITY EVENTS (AS DETERMINED BY STUDENT ACTIVITIES AND UNION SERVICES)

- All campus, local, state and federal policies are to be followed at all times. Appropriate action will be taken against all those who do not comply.
- For security reasons, all hired entertainers will be allowed 3 personnel to assist with the event set-up once the building has been locked down. For the duration of the event, entertainers must follow the same entry procedure as attendees. A Student Union staff member must accompany the entertainers at all times.
- Upon entering the premises, all persons will be searched by professional security staff hired by SUNY New Paltz (see Event Security Levels Section of this policy). Lines will be posted with the gender of the security person who is conducting searches, in order to prepare students for an expedited entry.
- All coats will need to be submitted to the coat-check prior to entering the event. This goes for all outerwear deemed to be extraneous to persons in attendance at the event. Sponsoring organizations are responsible for staffing the coat check at all times.
- If there is a need to evacuate the building, all event attendees will be required to exit designated and signed exits.
 - For Student Union MPR events: evacuations shall only be from the primary 2nd floor building entrance; elevator access, stairwell use; and coat check operation will not be allowed. Re-entry will occur through the 1st floor doors via the SUB concourse and its walkways. All those returning to an event will be searched again by security staff. Re-entry will occur only when the building has been cleared.

- If you require a back up date for your event ("rain date"), the date of the back up may be no sooner than 1 month from the primary event date. This will give Student Activities staff appropriate time to re-book the space if the back up date is not utilized.
- Student Activities professional staff members have the authority to close down any event if deemed necessary.
- For all events, entry doors will close no later than 12 a.m. No persons will be allowed to enter the event after the doors have been closed. For all events, the sponsoring group, Student Activities and Union Services, and University Police shall pre-determine a designated time when entry doors will close.
- All cash collection at an event must adhere to SUNY New Paltz and Student Activities and Union Services policies and procedures. These regulations will be strictly enforced.

ADDITIONAL RULES FOR HOLDING EVENTS IN THE STUDENT UNION MPR

- For dance shows, no canes are permitted on the floor of the MPR. Special arrangements should be made to rent a dance floor when using canes and/or staffs.
- In order to protect the performers and the equipment, all dancing and step show performances are prohibited on the stage.
- No paper will be taped over windows or doors.
- At least one set of lights must remain on at all times.
- One set of main doors to the Multi-Purpose Room will remain open throughout the event.

POSTING POLICY

- All student event posters must be approved and stamped by the Office of Student Activities and Union Services.
- No advertising should be made or posted until an event has been fully approved by Student Activities and Union Services.
- For posting in the residence halls, posters must be taken to Residence Life in Capen Hall for approval and distribution.
- Posters may be hung on common use bulletin boards in the Student Union, academic, athletic, and dining facilities. Posting on bulletin boards designated for academic or administrative use is prohibited.
- Please do not post on walls, in stairwells, on windows, or on doors as these pose a fire hazard.
- Flyers may be hung outside **ONLY** on the designated outdoor posting boards. Do not post on windows, doors, walls, trees, vehicles, lampposts, etc.
- Posters:
 - Must be 18" x 24" or smaller
 - Must be an on-campus event, service, or promotion
 - Must include the start and end time for the event
 - Must be sponsored by a recognized student group
 - Must include one of the following endorsements
 - SA Funded and Recognized
 - UGA Recognized
 - RHSA Recognized
- Must be free of any alcohol or promotion/consumption of alcoholic beverages.
- Must not be obscene, libelous, slanderous, racist, sexist, or otherwise offensive to the diverse campus community.

HIRING AV/TECH OR OTHER STAFF FOR YOUR STUDENT UNION EVENT

- All sub staff crew setups must be contracted twenty one (21) business days in advance **of the event**. The Office of Student Activities and Union Services will provide these services. **Failure to provide us with notice more than twenty one (21) days in advance will result in a 25.00 service charge.**
- All arrangements for use of sound and lighting equipment must be made through the Office of Student Activities and Union Services at a rate of \$15.00 per hour twenty one (21) days in advance **of the event**.
- All fraternity and sorority organizations must pay for contracted services prior, via check or money order, otherwise, the event may be canceled. No bills will be paid by money collected at the door. In the event of co-sponsorship, the organization contracting the services is responsible for payment of the contract.

MONEY HANDLING POLICY FOR EVENTS

- FOR EVENTS HELD IN THE STUDENT UNION
 - All student club events requiring a charge for admission must utilize ticket sales in order to account for all cash inflow.
 - The pre-sale of tickets will require special arrangements and will be permitted only at the discretion of the department head of Student Activities and Union Services.
 - The sponsoring organization must provide at least two organization members to assist with the collection of money and the collection of tickets.
 - The process of ticket sales within the Student Union shall be:
 - The collection of money will be monitored by a Student Activities staff member in conjunction with a member of the sponsoring organization.
 - Ticket prices will be displayed in several places surrounding the ticket sales table
 - For events with more than one ticket price (i.e., student price, non-student price), a tally sheet will be used to monitor the number of tickets sold at each rate.
 - A roll of numbered tickets will be issued to the Student Activities staff member by the Office of Student Activities & Union Services or by the SA prior to the event.
 - The range of numbers on the tickets will be recorded by the Office of Student Activities, and the number of tickets issued will directly correspond with the capacity of the space being used and/or the desired number of event patrons, whichever is lower.
 - A member of the sponsoring organization will be stationed at the door to collect tickets from patrons as they enter the event (for larger events, two or more ticket collectors may be needed, to be provided by the sponsoring organization).
 - Money collected will be kept in a cash box at the ticket sales table. The cash box will be kept locked when it is not in use.
 - Prior to the event, The Office of Student Activities and Union Services along with the sponsoring organization will designate a time to stop selling tickets. At this time the Student Union doors will be locked and no one will be permitted to enter the event. The doors will be closed no later than 12 a.m. for all late night events.
 - Immediately following close of doors for the event, all money and all tickets collected will be taken to the Office of Student Activities and Union Services to be counted. The money and tickets will be carried and counted by a Student Activities staff member and a member of the sponsoring organization, who will be accompanied by a Student Union Staff security member.
 - The cash box will be opened and the money collected will be counted four times, twice by the Student Activities staff member and twice by the member of the sponsoring group.
 - The collected money will then be placed in an envelope by the Student Activities staff member and the sponsoring organization member. The envelope will be sealed. Both the Student Activities staff and the sponsoring organization member will sign across the seal of the envelope. The amount of money in the envelope will be written on the front of the envelope, as well as the name of the event and sponsoring organization.
 - All ticket stubs will then be placed in an envelope. This envelope will be sealed and both the Student Activities staff and the sponsoring group member will sign across the seal.
 - The two envelopes will be placed in a secure safe by the Office of Student Activities and Union Services. The following day, the group must establish a meeting time with Student Activities and Union Services to resolve any money arrangements to SA or outside bank.
- FOR EVENTS HELD OUTSIDE THE STUDENT UNION
 - For SA groups, please consult the Student Association Business Office. For all other groups, please work with Student Activities and Union Services for arrangements.

VENDING POLICY

The following policy exists to provide registered student organizations with the ability to provide food, beverages and miscellaneous items for sale during programs and events, which are open to the campus community and conducted on property owned and controlled by the College.

You must fill out a [vending form](#)* and provide answers to all information requested before any contracts are signed. FUSE forms that identify vending will be cancelled if the [vending form](#)* is not completed.

This policy applies to events/programs, which meet the following criteria:

- Activities and programs sponsored by **registered** student organizations, including residence hall programming groups.
- Programs and activities registered by groups must submit contractual agreements made between the student group and vendor attached with a FUSE Form to the Office of Student Activities and Union Services.

Items, which may be offered for re-sale by student groups during, authorized campus activities and programs are limited to the following:

- Commercially prepared non-alcoholic beverages dispensed in factory-sealed, single portion packages.
- Commercially prepared food items, which are factory-sealed and dispensed in single portion packages.
- Organizational promotional items which include the name and/or logo of the organization or event (i.e., tee shirts, mugs, posters, etc.).
- Flowers, greeting cards, and other items, which are consistent with the nature of the occasion and event, and deemed, appropriate by the Office of Student Activities and Union Services.

Merchandising activities, which are prohibited, include, but are not limited to, the following:

- Sale of goods and services by an individual student or off-campus vendors.
- Sub-contracting sales of goods and services by registered student groups to off-campus vendors.
- Sale of food and beverages other than those previously stipulated.
- Re-sale of used clothing, furnishings, appliances, etc.
- Any sales, which result in individual profit.
- Alcoholic beverages, except as provided for in the College policies regarding the purchase and sale of beverage alcohol (copies of which may be obtained from the Office of Student Activities and Union Services).

All requests for permission to sell items at authorized activities are limited to a single event basis. Organizations receiving approval to sell specific items will be provided a single authorization certificate which must be posted at the event. **A member of the sponsoring club/organization must be present throughout the event.**

Proceeds from the sale of items at events which are open to the public may involve a sales tax liability and as such, the sponsoring groups are responsible for determining the applicability of sales tax levies, appropriate record keeping and possible payment of such taxes.

For information that involves political campaign activities visit the [SUNY New Paltz Policy on Political Campaign Activities](#).

SHOWING FILMS AND MOVIES AND KNOWING COPYRIGHT LAW

If a group is planning on showing a movie, film, video, or other multimedia presentation, there are legal restrictions regarding copyrights. All student events are going to be considered a “public performance” and will require that the group obtain copyright approval, regardless if a fee is charged to view the movie. Groups can acquire this one of two ways – paying for the copyrights for the film through an authorized vendor or acquiring written permission for the distributor and/or studio that produced the film. Often, a license for a film can range from \$100 - \$800 depending on the movie and only covers the viewing of the film at a specific date and time. A license does not give you rights to show the film at any time in the future.

Purchasing a movie from a local store, renting a movie from a video store, or borrowing the movie from a library DOES NOT authorize you to show the film at an event. These methods are NOT legal ways of acquiring license to show the film. For assistance, please speak with a staff member in the Office of Student Activities and Union Services. Be advised that acquiring copyright approval can take many weeks, so please plan on starting early. Groups that do not acquire legal approval to show the film or movie put the group and college at risk of substantial legal fines and violations of copyright law.

CANCELLING AND/OR SUSPENDING AN EVENT

The Office of Student Activities and Union Services reserves the right to cancel or temporarily suspend any event that has been insufficiently planned as determined by the Director/Assistant of Student Activities and Union Services and/or has not met the requirements stated in the contract or because of a situation that has occurred while event is on.