



STUDENT PROGRAM EVENT MANAGEMENT POLICY

May 30, 2024

This policy covers student sponsored social events of that are "non-passive" in nature. Non-passive social events are generally defined as those where attendees are expected to be lively participants in the event, such as dances or concerts, or where a competitive element exists such as in step shows. Passive events are generally defined as those where attendees are non-participating recipients of entertainment such as movies, fashion shows, plays, speeches or other cultural or theatrical-type events.

EVENTS MANAGEMENT COMMITTEE

The University has designated the Events Management Committee with the oversight of the social events described in this policy, subject to review by the Assistant Vice President of Student Affairs. The Events Management Committee consists of the Assistant Vice President of Student Affairs, Director of Auxiliary Programs, Director of Public Safety, Director of Facilities Management, Manager of Events Operation and the University Scheduling Coordinator. In order to ensure the wellbeing of all parties involved (students, the University and the community) events scheduled on a given night will be approved by the Events Management Committee, at its sole discretion, based upon the number and nature of events requested.

GUESTS

For purposes of this policy, guests are defined as anyone not currently a Rider University student, faculty member, staff member or alumnus/a and may also include, at the discretion of the Events Management Committee, the immediate family of students, faculty and staff.

ADVISOR

For events that are classified at a level 1 or level 2, an advisor is defined as a professional staff member or a faculty member. Graduate students cannot serve as the sole advisor for level 1 or level 2 events. Events that are classified as a level 3, an advisor may be a professional staff member or a faculty member and can also be a graduate student that has undergone event management training. The training must have been sponsored by the Rider Department of Public Safety and the Office of Campus Life.

EVENT SECURITY DISCLAIMER

The policy statements that follow will be considered the standards for regulating social events at each level. However, based upon the nature or location of a particular event, *adjustments to security measures may increase or decrease the levels of security listed below. These measures may include but not be limited to pat down and metal detection. Any adjustments to security measures will be made in writing by the Director of Public Safety in consultation with the Events Management Committee.*

Decisions regarding the use of outside security agencies will be at the sole discretion of the Director of Public Safety and the Events Management Committee which will also have sole authorization for contracting with those agencies. Payment for event security will be the responsibility of the sponsoring organization.

EVENT LEVELS

Events are enumerated as Level 1 through Level 4. Following are policy statements common to all levels. Policy statements specific to each level are identified below that level.

Policy Statements Common to All Levels

- The student must complete an online Facility Reservation Form and the appropriate Event Registration Form online.
- The Student Group Representative will be responsible for checking on the status of their event approval with the Office of Campus Life to assure that the necessary campus partners have approved their event.
Note: The event approval process must be completed at least one week prior to the event. The University and/or the Events Management Committee reserve the right to cancel, modify or reschedule any event, especially if the Event Registration Form is not complete.
- Alcoholic beverages will not be sold, distributed, consumed or possessed at social events. No alcohol/drugs will be permitted into the event or surrounding area. Person(s) suspected to be under the influence might be denied entry or removed from the event, with no refund.
- These programs will not be advertised in any way off campus, including any publicity provided by the contracted speaker, performer, and/or entertainer.
- If a contracted speaker, performer, and/or entertainer is being used, the contract must be reviewed and approved by the Assistant Vice President of Student Affairs or designee.
- Possession of weapons on campus is strictly prohibited. Violation of this prohibition subjects attendee(s) to being denied entry to or immediate removal from the event along with arrest and criminal prosecution.
- All participants to the event may be subject to "metal detection" and/or "pat-down" searches.
- Based upon the level and/or nature of an event, book bags, backpacks, purses, or any other bags may or may not be permitted entry. The Director of Public Safety in consultation with the Events Management Committee will make these decisions in writing.
- All advisors, students and security directly participating in an event must undergo risk management training – as defined by the Department of Public Safety. *When additional staff is needed beyond the advisors, students and security directly participating in an event, the additional staff will be notified of and trained for their specific duties prior to the day of the event.*
- No disruptive or disorderly behavior such as moshing, body slamming or body surfing will be permitted. Violators will be ejected from the event with no refund.
- Prior to an event, the decision to terminate will be made by the Director of Public Safety, or designee and a designee from Student Affairs *at their sole discretion*. During an event, the decision to terminate will be made by the organization advisor in consultation with the Public Safety supervisor and/or Lawrence Township Police. (In the event of imminent harm, the decision to terminate may be made by Rider Public Safety, Administration and/or Lawrence Township Police without consultation.)

Level 1 Policy Statements

*Social events in which 100 or more are expected to be in attendance **including guests** will be considered "Level 1" Events.*

- The Student Group Representative must tentatively reserve the room(s) with the University Scheduler by accessing the form online with 25LIVE no less than *14 business days prior to the date of the event.*
- The Student Group Advisor must be present for the duration of the event.
- Each Rider student is permitted to host one non- Rider University guest. **Rider students must escort their guests into the event and are responsible for their guests throughout the event's duration.** A designee from the Office of Campus Life in conjunction with the Director of Public Safety or designee will make any exceptions to the one guest rule in writing.
- The sponsoring organization must submit to a designee from the Office of Campus Life and the Director of Public Safety or designee a list of invited guests at least two business (2) days prior to the event. No guest will be admitted into the event if not on the approved list. All guests *must provide evidence that they are* 18 years of age or present a valid college photo ID.
- All event participants will wear wristbands and verify their age and identification through a photo ID prior to entering the event. There will be different color bands for invited guests.
- Money may or may not be charged for admission. When admission is charged, tickets must be sold in advance at a means approved by the Office of Campus Life. If the pre-determined event capacity has not been reached through ticket sales or distribution, additional tickets may be distributed, not sold, to **Rider students only**, up to the capacity of the event. These tickets cannot be distributed after the starting time of the event. Rider students must present a valid Rider ID to obtain these tickets. Non-Rider students cannot obtain tickets at the door of the event.
- University staff, representatives of the sponsoring student organization, advisors, and Public Safety Officers will arrive one hour prior to the event to receive specific instructions.
- DANCES AND SOCIALS ONLY - At 12:00 midnight, the sponsoring student organization may remove from the guest list the names of people who have not yet arrived, to allow more Rider students with valid ID to enter the event, provided that room capacity has not been reached.
- DANCES AND SOCIALS ONLY - At 1:00 a.m. the lights at the event will be turned on and participants will be expected to leave the event and outside area in a timely and orderly fashion. By 1:30 a.m. the room must be clear of all participants. If the sponsoring organization cannot clear the room before 1:30 a.m., that sponsoring organization will be charged for the extra time the security and police staff are required to stay to clear the room.
- Students from other college/universities must have a valid college/university photo ID and cannot bring guests.

Level 2 Events

*Social events in which less than 100 are expected to be in attendance **including guests** will be considered "Level 2" Events.*

Level 2 Policy Statements

- The Student Group Representative must *tentatively reserve* the room(s) with the University Scheduler by accessing the form online with 25LIVE no less than *14 business days prior to the date of the event*.
- The Director of Public Safety or designee in consultation with a designee from the Office of Campus Life will make decisions in writing on the level of security for Level 2 Events.
- The Group Advisor **must** be present for the duration of the event.
- Rider students are permitted to host one non-Rider University guest. **Rider students must escort into and are responsible for their guests throughout the event's duration.** A designee from the Office of Campus Life in conjunction with the Director of Public Safety or designee will make any exceptions to the one guest rule and *reduce their decision to writing*.
- Guests will need to be signed in at the door. All guests must present evidence that they are 18 years of age or possess a valid college ID.
- All event participants may be required to wear wristbands and verify their identification prior to entering the event. There will be different colored bands for invited guests.
- Money may or may not be charged for admission. When admission is charged, tickets must be sold in advance using a method approved by the Office of Campus Life. No tickets will be sold at the door during the event.
- University staff, representatives of the sponsoring student organization, advisors, and Public Safety Officers will arrive one hour prior to the event to receive specific instructions.
- DANCES AND SOCIALS ONLY - At 12:00 midnight, the sponsoring student organization may remove from the guest list the names of people who have not yet arrived, to allow more Rider students to enter the event, provided that event capacity has not been reached.
- DANCES AND SOCIALS ONLY - At 1:00 AM, the lights at the event will be turned on, and participants are expected to leave the event and outside area in a timely and orderly fashion. By 1:30 a.m. the room must be clear of all participants. If the sponsoring organization cannot clear the room before 1:30 a.m., that organization will be charged for the extra time the security and police staff is required to stay to clear the room.
- Students from other college/universities must have a valid college/university ID and cannot bring guests

Level 3 Events

Social events with 100 or more expected to be in attendance with no guests will be considered "Level 3" Events.

Level 3 Policy Statements

The Student Group Representative must tentatively reserve the room(s) with the University Scheduler by accessing the form online with 25LIVE no less than *14 business days prior to the date of the event*.

- The Director of Public Safety or designee in consultation with a designee from the Office of Campus Life will make decisions in writing on the level of security for Level 3 Events.
- The Group Advisor must be present for the duration of the event.
- Money may or may not be charged for admission. When admission is charged, tickets must be sold in advance using a method approved by the Office of Campus Life. No tickets will be sold at the door during the event.
- University staff, representative of the sponsoring student organization, advisors, and Public Safety Officers will arrive one hour prior to the party to receive specific instructions.

Level 4 Events

Social events with less than 100 expected to be in attendance and no guests, will not require additional security measures. These will be considered "Level 4" Events.

Level 4 Policy Statements

- The Student Group Representative must tentatively reserve the room(s) with the University Scheduler by accessing the form online with 25LIVE no less than *14 business days prior to the date of the event*.
- Money may or may not be charged for admission. When admission is charged, tickets must be sold in advance using a method approved by the Office of Campus Life. *No tickets will be sold at the door during the event.*
- All student organizers participating in an event must undergo risk management training - as defined by the Department of Public Safety.