**LATE-NIGHT LARGE EVENT REQUEST FORM**

This form needs to be submitted in order to be considered for hosting a late-night event. Submitting a form does NOT automatically guarantee your event is taking place. Once a date is approved, **NO CHANGES WILL BE MADE** to the approved date. Upon approval, a copy of this form will be returned to the sponsoring organization and must be returned to the Office of Student Living and College Engagement completed with all signatures at least **20 business days** prior to the event. Sponsoring organizations may be charged for additional personnel if event is cancelled.

**Sponsoring Organization Information**

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collaborating organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative(s) Responsible: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor(s) Signature: ­­­\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Information**

Organization 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency Acct. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % of revenue \_\_\_\_\_\_\_\_\_\_\_

Organization 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Acct. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % of revenue \_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information**

Name of Event: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_/\_\_/\_\_

Detailed Description: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event for UC students only? \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_\_ No

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Est. Attendance: ­\_\_\_\_\_\_\_\_\_\_

Set up Time: \_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_ (no later than 2am)

Method of Advertisement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Representatives from the organization must attend an Event Management Meeting at least 2 weeks prior to the event or the event will be cancelled. Meetings are at 1:00PM in the FDR.**

* **Approval and meeting with Campus Safety and Executive Director of SLCE.**

Exec. Dir. SLCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dir. Campus Safety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

* **Ticket Information:** If the event is ticketed, the separate Utica Tickets form should be turned in to Student Living and College Engagement at least 3 weeks in advance. Organization must have an Agency Account with the school. Form turned in on \_\_/\_\_/\_

**Student Workers** At least 4 members must be present at all times, attach separate sheet if needed. Please indicate the names and phone #s of students working the event:

|  |  |
| --- | --- |
| ( ) - | ( ) - |
| ( ) - | ( ) - |

**Late Night or Large Events**

(Requires 20 Business Days notice)

**Definition:**

* Event is hostedon campus
* Starts after 10pm or ends after 12am
* Expects 100 or more students and/or
* Expects 50 or more students and their non-student guests and/or
  + Guest ratio 1 student to no more than 3 guests
* Examples may include:
  + Dances, Parties, Banquets, UCPB events, RHA Events, Greek

While Safety Officers may not be specifically posted at each event, they will be expected to do frequent walk throughs at a minimum. The number of Campus Safety personnel will be at the discretion of the Director of Campus Safety.

If the event is deemed, by the Office of Emergency Management, to have a risk of injury, EMS will need to be on standby.

**The student organizers must schedule and attend a joint meeting with the Executive Director for Student Living and College Engagement (or Designee) and the Director of Campus Safety (or Designee) a minimum of 20 business days prior to the start of the event.**

* At the meeting, students will:
  + Present a completed Late-Night Event Request Form.
  + Discuss responsibility of Student hosts
    - Must be sober
    - Must be present for the entire event
    - Must be available to manage the needs of the event
  + Discuss desired location of the event.
  + Discuss purpose and detailed description of the event.
    - How is it being paid for.
  + Discuss number of expected participants.
  + Discuss number of guests expected if applicable.

The Office of Student Living and College Engagement and/or the Campus Safety Office reserve the right to deny entry to any person, group or guest deemed to be a potential danger to the campus community.

Event locations and capacities

Library Concourse - 400

Strebel Lounge - 200

Gym - 900

Pioneer Cafe - 175

Student Organizers must attend an Events Management meeting a minimum of two (2) weeks prior to the event. Events Management meetings are Mondays at 1:00pm in the FDR.