

OSLA | Hofstra USA Event Policy/Procedure

Admission

- Utilize metal detectors for all parties where outside guests are permitted (1:1)
- Guest Lists- Maximum 20 individuals, plus 5 additional for DJ/Performer entourage. Guest list to be approved by Public Safety
- Students ID'd by Public Safety and wrist bands given to students 21 years and older
- Last time students/guests can enter or leave the party is at 1am (for weekend events)

Hours of operation

- Sunday - Thursday: until 12 a.m.
- Friday/Sat. Nights: until 3:00am.

Protocol for ending parties:

- 2:30 am – Announce party will end in ½ an hour
- 2:45am – Lights On/ Announce Last Song
- 2:55am – Music stops, students vacate premises

Bar

- Only 1 drink/person at bar
- Stop serving alcoholic beverages 1 hour prior to end of event, or no later than 2am
- Sell chips and pretzels at the bar, along with water and sodas

Approval Process

- Students go to Events Management to tentatively reserve date and receive form
- Students go to advisor (Multicultural and International Programs office, Recreation and Intramural Sports etc.) and then OSLA for signature approval (including bar services if requested). OSLA will inform Lackman by email about bar service request.
- Students go to Public Safety for meeting /signature approval.
- Students turn in completed signed form to Events Management to confirm party.
- Events Management informs OSLA about confirmed party and services requested at weekly EM meeting.