

Office of Student Leadership and Engagement

Hofstra USA Late Night Weekend Event Guidelines

Effective Date: November 1, 2016

Last revised: August 20, 2017



These guidelines from the Office of Student Leadership and Engagement (OSLE) apply to all late night weekend student events at Hofstra USA. Student organizations may request late night events to occur between the hours of 9:00 pm to 2:00 am, Friday and Saturday. Questions about these guidelines may be addressed to OSLE@hofstra.edu.

Approval Process and Timeline

1. A student organization representative meets with their OSLE administrative club advisor to request permission to host a late night event at Hofstra USA. This meeting is the first opportunity to review all *Hofstra USA Late Night Weekend Event Guidelines*.¹
2. The student organization representative enters a tentative reservation with Event Management online: http://www.hofstra.edu/about/campus/oem/oem_studentreservation.cfm
3. Event Management reviews the reservation and sends via email a *Student Tentative Event Confirmation* and *Hofstra USA Late Night Weekend Event Guidelines* to the student representative.
4. All advertising for events must be approved by OSLE, and a copy attached to the reservation request. The 1:1 guest policy must be indicated on flyers and other publicity. There is no advertising of events outside Hofstra University. For publicity over social media, events can be advertised through closed groups, but not publicly. Failure to abide by publicity restrictions may result in the event being cancelled per the discretion of the Associate Dean of Students.
 - a. The *Student Tentative Event Confirmation* requires approval signatures from the following offices in this order:
 - i. Administrative club advisor who advises the student organization
 - ii. Public Safety administrator

¹ The student organization representative who attends this meeting and completes reservation paperwork must be the same person who attends the event and serves as the student host on behalf of their student organization.

- b. The *Hofstra USA Late Night Weekend Event Guidelines* requires approval signatures from the following offices in this order:
 - i. Administrative club advisor who advises the student organization
 - ii. OSLE Associate Director responsible for bar service review (if applicable)²
 - iii. Compass Dining Services catering office for bar service review (if applicable)
 - iv. Public Safety administrator
5. The student organization representative returns all completed paperwork (*Student Tentative Event Confirmation* to Event Management and *Hofstra USA Late Night Weekend Event Guidelines* to OSLE). All completed paperwork must be received by Events Management/OSLE ten (10) business days prior to the event.
6. Events Management sends *Student Event Confirmation* via email to both the student organization representative and to OSLEevents@hofstra.edu.

Late Night Event Timeline

An OSLE designated event manager must be present throughout the entirety of the event.³ The student organization representative and the OSLE event manager are responsible for following this general timeline for all late night events in Hofstra USA:

- 8:30 pm – OSLE event manager, Public Safety representative, and the student host meet on site to review pre-event logistics. (If later start date, pre-event meeting is 30 minutes prior)
- 9:00 pm – Doors open (see below for admission guidelines)
- 12:30 am – Final entry for Hofstra students and accompanied non-HU guests
- 1:45 am – OSLE event manager announces event will end in fifteen minutes and lights are turned on/ announce last song.
- 1:55 am – Music stops, and attendees vacate premises
- 2:00 am – Student host and OSLE event manager complete a post event walk through after Hofstra USA has been cleared of all attendees.

Late Night Event Admission and Other Protocols

² Currently Denise Boneta

³ OSLE Graduate Assistants may serve as the event manager.

- An attendee list of students and guests must be approved by OSLE and Public Safety prior to the event for guests affiliated with the performer. This attendance list should have been submitted to Public Safety five (5) business days prior to the event (see Approval Process and Timeline above).
- A 1:1 guest ratio is in effect for all late night events. A DJ or other performer is allowed to bring two (2) guests if names are submitted to Public Safety five (5) business days prior to the event. All guests must be accompanied by their HU host in order to gain entry to the event.
- No guests seventeen and under are allowed at late night events.
- All attendees are required to produce picture identification to Public Safety in order to gain entry to the event. Students must produce a Hofstra University ID, and guests must produce a government-issued ID.
- Wrist bands will be given to all attendees.⁴ For events with approved bar service, different colored wristbands will be given to over 21/under 21 attendees.
- The OSLE event manager oversees money collection when applicable. A money drop, scheduled in advance by the student organization representative, will occur immediately after event admission ends.
- Final entry for Hofstra students and accompanied non-HU guests is 12:30 am.
- The student organization representative is responsible for articulating any organization inquiries or concerns to the OSLE event manager or Public Safety during the event.
- The OSLE event manager is present on-site to serve as the liaison to the student organization representative and other event participants in order to resolve issues or concerns that arise.
- Public Safety has on-site jurisdiction in all emergency or crisis situations. The OSLE event manager is available to offer support and can call in additional on-call staff as needed to assist.
- Public Safety administrators and OSLE have the authority to cancel or shut down events due to emergencies. The pre-event walk through must take place one half-hour prior to doors opening. In the event that the student host is not present one half-hour before doors opening the event will be shut down.

⁴ Wristbands are provided by OSLE. The OSLE event manager is responsible for transportation and storage of wristbands.

- Fog machines are not allowed at late night events. Other special equipment is subject to review by OSLE, Event Management, and Public Safety, and should be declared during the reservation process (see Approval Process and Timeline above).
- Students suspected of violating Hofstra University policies at a late night event may be referred to the Office of Community Standards for further review.
- Student organizations suspected of violating any of the *Hofstra USA Late Night Weekend Event Guidelines* will be referred to the Associate Dean of Students.⁵ Violations of these guidelines can result in loss of the ability to schedule future late night events and/or loss of registered student organization status.

Bar Service (provided by Compass Dining)

All Hofstra University alcohol policies as outlined in the *Guide to Pride* or other documents apply to events held in Hofstra USA. In addition to those University policies, the following guidelines apply to late night events in Hofstra USA when bar service has been approved:

- A cash bar option is the only bar service allowed at late night events. Student organizations may not allocate funds to the purchase of alcohol for members or guests.
- Nonalcoholic beverage options must be available for purchase along with a free water option for all event attendees.
- Only one (1) drink per person per visit to the bar is allowed.
- Compass Dining employees are responsible for verifying the legal drinking age of the purchaser each time a drink is purchased. The onsite Compass Dining employee(s) may refuse service for any reason.
- Bar service must end no later than 12:00 am or one (1) hour prior to the end of the event (whichever is earlier).
- The student organization representative must not drink alcohol prior to or during the event.

Hofstra USA Late Night Weekend Event Request Form

SPONSORING ORGANIZATION

⁵ Currently Joseph Fitzpatrick

Event Name: _____ Event Date: _____

Sponsoring Organization: _____

Student organization representative: _____

PRIDE Email: _____

Phone: _____

I have read all of the *Hofstra USA Late Night Event Guidelines*, had the opportunity to seek clarity on the guidelines, and understand that my student organization and I are responsible for following these guidelines prior to, during, and after the event that we are hosting in Hofstra USA.

Student signature: _____ Date: _____

REVIEW

Required signatures in the order that review must occur:

1. Administrative Club Advisor: _____ Date: _____

Bar Service: Yes (signatures #2 and 3 required) No (skip to signature #4)

2. OSLE Associate Director: _____ Date: _____

3. Compass Dining Catering Office: _____ Date: _____

4. Public Safety: _____ Date: _____

Please return to the Office of Student Leadership and Engagement in Room 244 of the Mack Student Center.

End guidelines