



Student Organization Event Policy

William Paterson University
Office of Campus Activities, Service & Leadership

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Student Organization Event Policy and Procedures

These policies and procedures provide guidance and direction to student organizations and groups regarding on and off campus events. The overall goal of the policy is to establish an equitable framework that enables recognized student organizations and other groups at William Paterson University to host events on campus that are both safe and enjoyable for the organizers, attendees and the William Paterson University community. Only student organizations and groups recognized by the Student Government Association and /or Greek Senate that are in good standing with the University, Campus Activities, Service and Leadership, and SGA and/or Greek Senate are eligible to hold events. Please see [Student Organization Qualifications for Holding an Event](#) for more information.

The Office of Campus Activities, Service and Leadership (CASL), University Police, Student Government Association (SGA), and the Office of the Vice President for Student Development collaboratively developed this policy. Any amendments should involve all entities, with the ultimate approval by the Vice President of Student Development.

Event Scheduling Information

Scheduling an event requires several steps and approvals. The University requires student organizations and other groups to use [25 Live](#) room reservation system for all event scheduling. In addition, student organizations must submit their event information into the [Pioneer Life](#) system, and be approved by Campus Activities, Service and Leadership staff prior to moving forward in planning. Please refer to [Student Organization Event Scheduling Information](#) before planning an event.

Student Organization Event Categories and Requirements

Student organization events vary in their purpose, size and attendance, and may require specific resources and staffing. The following event designations are a guide to planning student organization programs and activities. **However, events may be subject to a combination of the provisions delineated in this policy.** Consultation with Campus Activities, Service and Leadership (CASL) as well as University Police will be required for any large or higher risk activities prior to any formal designation.

Due to the high demand for use of large university event spaces, and to allow for equitable use among all student organizations and the university community, the following categories and guidelines are established for student organization event requests.

Small Scale Events

A Small Scale event is where fewer than 100 people are expected to attend and will not require University Police coverage. These events include, but are not limited to, game and movie nights, discussion groups, karaoke, lip-sync, and/or performance events, organization only events, lectures, etc.

- **Scheduling:**
 - Organizations may request an unlimited number of Small Scale Events each semester.
 - Small Scale events may take place any day of the week.
 - Organizations may hold more than one Small Scale event per day.

- **Security:**
 - University Police officers are not assigned to these events.
 - If University Police are required, this event will be considered a Medium Scale Event.
 - A security meeting is not needed.

- **Staffing:**
 - Student Organization Advisor (or designee) should be present.
 - Staffing will include Campus Activities Managers (CAMs) and CASL staff as needed.

Medium Scale Events

A Medium Scale event is where 100 - 249 people are expected to attend, and where extensive technical or logistical set-ups may be required. These events may include, but are not be limited to, specialized performances (concerts, stage shows, etc.), pageants, comedy shows, hypnotist shows, Greek coming out shows (no DJ included), lip-syncs, karaoke events, basketball tournaments, and lectures. These events are similar to Large Scale Events, but require fewer University Police officers and will not require a security meeting.

- **Scheduling:**
 - Organizations may request an unlimited number of Medium Scale Events each semester.
 - Medium Scale Events may take place any day of the week.
 - To help manage a variety of events and the resources available to support the events, no more than two (2) Medium Scale Events or one (1) Medium and one (1) Large Scale Event will be scheduled per evening, unless otherwise approved by CASL staff.

- **Security:**
 - Medium Scale Events typically require a minimum of one (1) University Police officer per 150 attendees (1:150 ratio).
 - If more than three (3) University Police officers are required, then this event will be considered a Large Scale Event.
 - Outside security is not needed.
 - A security meeting is not required during the planning stages of these events.

- Some Medium Scale Events that are considered “low risk” may proceed with limited, if any, Police coverage at the discretion of CASL staff and University Police. Each event will be assessed on a case-by-case basis to determine “low-risk” status.
- These events must meet all of these criteria:
 - Pose little or no risk of injury to participants or damage to the facility (i.e. lectures, movies, induction ceremonies, award dinners without dancing, etc.).
 - Attendance is limited to WP students, faculty and staff.
 - Money transactions will not occur at the event.
- **Locations:** Medium Scale Events may take place in the following locations with approval by the Office of Events & Conference Services. Use of specific spaces will depend on capacity, set-up, security, safety concerns, etc.
 - University Commons Ballrooms A, B, or C
 - University Commons 171 A&B
 - University Commons 168 A&B
 - University Commons Multi-Purpose Room
 - Auditoriums around campus
 - Lecture locations around campus
 - Academic classrooms
 - Wightman Gym (athletic / recreation activities)
- **Admission:**
 - Wristbands or other means of identification may be required, depending on the type of event, and as determined by CASL.
 - Advanced ticket sales may be required, depending on the type of event, and as determined by CASL and SGA policies and procedures.
- **Staffing:**
 - Student Organization Advisor (or designee) must be present during the event.
 - Staffing will include CASL professional staff, Campus Activities Managers (CAMs) and / or CASL Graduate Intern(s).

Large Scale Event

A Large Scale event is where 250 - 399 people are expected to attend, and extensive technical or logistical set-ups may be required. Large Scale events may include, but are not be limited to, dinner-dances, dinners, comedy shows, concerts, fashion shows, cultural presentations, Greek yard shows and probates, and lectures. The following criteria apply to Large Scale events:

- **Scheduling:**
 - Only one (1) Large Scale or one (1) Mega Event (see below) may take place during the same evening.
 - The total number of Large Scale and Mega Events may not exceed three (3) events per week (Monday – Sunday).

- Organizations may sponsor or co-sponsor one (1) Large Scale Event to take place during a one (1) week period. CASL staff reserves the right to allow / deny additional events should they deem it appropriate.
 - Organizations may request up to four (4) Large Scale events per semester, with not more than one (1) Large Scale Event per month.
 - Individual annually budgeted student organizations (i.e. SGA, Greek Senate, SAPB) and SGA Theme Celebration Committees (i.e. Pioneer Pride, Heritage Celebrations) may request up to three (3) Large Scale Events during their specific theme period.
 - Additional Large Scale Event requests must be made to, and approved by, the Director of Campus Activities, Service and Leadership (or designee) in consultation with University Police.
 - Approval of additional Large Scale Event requests is based on the Student Organization Event Policy, funding, availability of event space, already scheduled similar and / or competing events, and personnel resources needed to cover the event (i.e. Advisors, University Police). The Director of CASL and University Police must approve additional event requests.
- **Security:**
 - Requires one (1) University Police officer to 100 attendees (1:100 ratio).
 - Large Scale Events may also require metal detectors, outside security personnel, and Student Patrol.
 - A security meeting may be required during the planning stages of these events.
- **Locations:** Large Scale events may only take place in the following locations with approval by Events & Conference Services. Use of specific spaces for Large Scale Events will depend on capacity, set-ups, security, safety concerns, etc.
 - University Commons Ballrooms A, B, and C
 - Shea Center for Performing Arts
 - Recreation Center
 - Wightman Gym (athletic / recreation)
- **Admission:**
 - Advanced ticket sales may be required, and will be determined by CASL in consultation with University Police.
 - Wristbands or means of identification may be required, and will be determined by CASL in consultation of University Police.
 - Guests from outside WP may be permitted to attend the event.
- **Staffing:**
 - Student Organization Advisor (or designee) should be present during the event.
 - Staffing will include CASL professional staff, Campus Activities Managers (CAMs) and / or CASL Graduate Intern(s).
 - These events may require additional facilities staff (i.e. electrician, housekeeping).

A Dinner-Dance is considered a Large Scale Event. For security purposes, the university distinguishes between a dance event where dance is the primary activity (requiring greater coverage /

security), versus an event that includes entertainment or a dance component that is only an element of the program and not the focus. For the purposes of this policy, the latter is considered a “dinner-dance” and must meet the following criteria.

- It must have a main program such as a stage show, awards, or cultural showcase, with dancing being a minor component. The main purpose or entertainment is not a DJ and/or band or the attendees dancing.
- The room set-ups must include tables, chairs and food sufficient for two-thirds (2/3) of the number of expected attendees.
- Dancing does not comprise more than one-half (1/2) of the scheduled duration of the program.
- Dinner-dances are permitted once (1) per week (Thursday, Friday, and Saturday only), but cannot take place during the same calendar week as a Mega Event Dance or Concert (described below).
- Student organizations (with the exception of SAPB) are eligible to sponsor or co-sponsor one (1) dinner-dance each semester.
- Dinner-dances are limited to 350 people.
- Ticket sales will not be permitted during the last hour of the event.
- Lights will be turned on 10 minutes prior to the scheduled end time to alert participants that the event will be ending soon.

MEGA Event

A Mega Event is an event in which 400 or more people are expected to attend, and where extensive technical and/or logistical set-up may be required. Mega events may include, but are not limited to, concerts, dances, comedy shows, fashion shows, cultural presentations, Greek show cases and yard shows, and lectures. If a group wants to sponsor or co-sponsor a Mega Event, they must receive permission from the Director of Campus Activities, Service & Leadership or designee. The following criteria apply to Mega Events:

- **Scheduling:**
 - Organizations, with the exception of SAPB, may only sponsor or co-sponsor one (1) Mega Event per semester.
 - Only two (2) Mega Events (taking place during the evening and/or weekend) may be scheduled each week (Monday – Sunday). Approval will be determined by resources available to support the event including space and staffing, and other competing events.
 - The CASL staff, in consultation with University Police, reserves the right to allow / deny additional events should they deem it appropriate.
- **Security:**
 - Dances and/or concerts will require one (1) University Police officer per 50 attendees (1:50 ratio).
 - Other Mega Events will require a minimum of one (1) University Police officer per 100 attendees (1:100 ratio). Adjustments may be made at the discretion of University Police.
 - Mega Events may require metal detectors, outside security personnel, and Student Patrol as deemed necessary by University Police.
 - A security meeting will be required during the planning stages of these events.

- **Locations:** Mega Events can only take place in the following locations with approval by Events & Conference Services. Use of specific spaces for Mega Events will depend on capacity, set-up, security, safety concerns, and additional factors.
 - University Commons Ballrooms A, B, and C
 - Shea Center for Performing Arts
 - Recreation Center

- **Admission:**
 - Advanced ticket sales may be required, depending on the event, and will be determined by CASL in consultation with University Police.
 - Wristbands or other means of identification may be required, depending on the event, and will be determined by CASL in consultation of University Police.
 - Guest tickets may be available for pre-sale depending on the event and CASL and University Police approval.
 - Ticket sales must adhere to SGA policies and procedures.

- **Staffing:**
 - Student Organization Advisor (or designee) must be present during the event.
 - Staffing will include CASL professional staff, Campus Activities Managers (CAMs) and / or CASL Graduate Intern(s).
 - These events typically will require additional facilities staff (i.e. electrician, housekeeping).

A **Dance or Concert** is defined as a **Mega Event**. As the organization responsible for programming for all students, the Student Activities Programming Board (SAPB), and the organizations that co-sponsor with SAPB, are only permitted to sponsor a Mega Event Dance and/or Concert. The following additional criteria apply:

- Dance attendance is limited to 400 WP students. The organization may request that guests be permitted to attend. CASL and University Police will consult regarding approval for guests. Guests should be accompanied by a WP student during the event.
- Permission for increased attendance and/or guests for a special event must be approved by CASL and University (i.e. SAPB Spring Jam Concert).
- A band, performer and/or DJ provides the main entertainment.
- A dance and/or concert will be limited to four (4) hours. Ticket sales will not be permitted during the last hour of the event.
- Advance ticket sales or distribution is required (see section *Advanced Ticket Sales*).
- Based on advance ticket sales, University Police officers and/or additional security personnel will be staffed at a ratio of no less than one (1) Police officer to 50 attendees (1:50 ratio) for dances and concerts. Additional officers and security measures including metal detectors and outside security personnel may be required.
- Only two Mega Event (2) dances and/or concerts may occur each semester, and may not occur within 2 weeks (14 days) of another dance and/or concert. CASL staff may determine the dates for these events in advance to avoid conflicts with other campus activities, and ensure availability of required resources.

Outdoor Events

Outdoor events must adhere to additional criteria and requirements. Outdoor events may also fit the criteria of other events types and follow both and/or a hybrid of the policies (i.e. an outdoor concert may need to follow concert ticketing policy and mega event police coverage ratio.)

- **Scheduling:**

- Capacity for the event will be determined in consultation with Campus Activities, Service and Leadership and University Police.
- Outdoor Events with amplified sound cannot occur after 10:00pm (as per Wayne Town noise ordinance).
- Amplified sound must occur only during non-class times and cannot disrupt other university functions. Requests for amplified sound during class times must be approved by the Director of Campus Activities, Service and Leadership.
- Attendees and performers should be kept away from building entry and exit ways to allow easy access to buildings at all times during the event.
- Outdoor performances may require visual and physical barriers between attendees and performers.
- Restroom access and rain locations/dates should be part of the planning of any outdoor event.

- **Security:**

- Security requirements for Outdoor Events held after 5:00pm or on weekends require one (1) Police officer for each 75 attendees (1:75 ratio), with a minimum of three (3) Police officers.
- Additional Police, outside security and Student Patrol may be required, depending on the classification of the event (i.e. Mega).
- A security meeting may be required during the planning stages of these events.

- **Locations:**

- Outdoor events are held on Zanfino Plaza, Caldwell Plaza, athletic fields, or other designated outdoor spaces on campus.
- Outdoor event locations should be selected to not interfere with academic or other university business.
- Locations of outdoor events may require additional approval from Events & Conference Services and the area manager (i.e. Residence Life for all areas near halls, Athletics for all fields.)

- **Attendance:**

- As outside events typically do not require tickets, student organizations must make every effort to accurately report anticipated attendance during the event planning stages.

- **Staffing:**

- Student Organization Advisor (or designee) must be present during the event.
- Staffing may include CASL professional staff, Campus Activities Managers (CAMs) and / or CASL Graduate Intern(s), depending on the classification of the event.

Student organizations wishing to organize a demonstration must adhere to the university's [Student Demonstration Policy](#).

Event Hours

All student organization events must adhere to days and times that are reasonable and not in violation of other policies including noise ordinances and quiet hours if held in or near residence halls. Event end times should take into consideration building closing times, and allow ample time for clearing guests out of the venue and for cleaning up. Event times may be subject to set-up times and other events taking place on campus. Events are typically not held during periods when the university is closed or specific “block-out” dates as determined by CASL. Please refer to [Student Organization Event Scheduling Information](#) for additional information.

Events & Conference Services will work with student groups to make sure there is ample set-up and break down time when holding an event on campus. University Police coverage times are determined per event in consultation with Campus Activities, Service and Leadership staff and University Police. Typically, University Police will be scheduled 30 minutes prior to the start and 30 minutes past the conclusion of the event (see section: Event and Security Staffing).

All events held on Friday or Saturday nights should conclude no later than 1:00am. Events on other nights on campus will conclude by 12:00 midnight. Outdoor Events with amplified sound cannot occur after 10:00pm (as per Wayne Town noise ordinance). Organizations must notify attendees at least ten (10) minutes prior to the conclusion of the event that the event will be ending. For indoor events, lights will be turned on ten (10) minutes prior to the scheduled conclusion of the event. Special events may last longer with special permission from Director of Campus Activities, Service and Leadership, but additional costs to keep facilities open and longer security shifts will be necessary.

Event Attendance

Guest Policy

Student organization events are primarily to benefit the William Paterson University student community.

- ***Guests, when applicable, will be limited to one guest per currently registered WP student. A guest is defined as anyone who is not a currently registered WP student.***
- All guests at ticketed events, including trips, must be at least 18 years of age, unless Campus Activities, Service and Leadership grant prior permission.
- Requests to adjust the Guest Policy for an event must be made during the planning phase, and approved by Campus Activities, Service & Leadership, University Police, and/or the funding organization (i.e. SGA).

Whenever possible, ID scanners will be used at the time of ticket sales to ensure that student tickets are going to currently registered WP students.

- Currently registered WP students with WP identification may purchase only one guest ticket per event.

- Guest tickets will be available for sale one week after student tickets are made available for sale.
- Guest tickets should be purchased in advance and may not be available at the door of the event.
- Guests cannot directly purchase tickets for an event unless otherwise approved during the event planning phase by Campus Activities, Service and Leadership (i.e. WP faculty / staff).

Students will be responsible and accountable at all times for their guest's behavior. Guests must accompany their student host during the event and depart when their student host leaves the event.

Advanced Ticket Sales

Ticket sales for events must first be offered publically to the William Paterson University community to maximize the participation of WP students. Tickets are non-transferable and must be used by the student purchasing the ticket and the intended guest. Tickets cannot be resold.

- The number of tickets for any event must be limited to the approved attendance for the event or the capacity of the room/facility in which the event will take place.
- Ticket sales must follow SGA Financial Guidelines to establish price, and must be available in the CASL Office no later than two weeks prior to the date of the event.
- Until printed tickets are available for distribution, they will not be sold in the CASL Office..

Student Organizations may only sell tickets *with prior approval and arrangements* at the following locations:

- Campus Activities, Service and Leadership Office (UC 302)
- Shea Center for Performing Arts Box Office
- At the door of the event. Funds collected must be secured in the CASL Office prior to the conclusion of the event. Additional University Police may be needed to ensure the safety of the funds collected.

Advance ticket sales should be implemented for all *Mega and Large Scale Events*, and will be determined by Campus Activities, Service and leadership in consultation with University Police. These sales will function similarly to current off-campus trip sales conducted through the Office of Campus Activities, Service and Leadership and will conclude by 4:00pm on the day of the event. If 50% of tickets have not been sold by 48 hours prior to the start of the event, the event may be cancelled.

Event Admission Requirements

Depending on the classification of the event, admission requirements may vary. **Some Mega and Large Scale Events may be required to adhere to the following admission policies.** Campus Activities, Service & Leadership in consultation with University Police, will determine whether all or a portion of the following will apply for a specific event:

- **Required ID:** William Paterson University students with valid WP I.D. will be permitted to enter. One guest per WP student will be permitted to enter the event as long as they possess valid photo I.D.

- **Guest Tickets:** Event guest tickets will only be available for pre-purchase by the WP student for their guest (see Guest Policy).
- **Wristbands:** All people attending a Mega or Large Scale Event may be required to wear a wristband throughout the duration of the event as determined by Campus Activities, Service and Leadership and University Police. Anyone who is required to, and does not wear a wristband, will be escorted from the event.
 - The DJ, band, musicians and/or performers, as well as the key organization representatives, must wear different colored wristbands.
 - Prior to the start of ticket sales, the sponsoring organization(s) must provide a list to Campus Activities, Service and Leadership to verify the names of the DJ, band musicians, other's associated with the performer, as well as student organization representatives present at the event.
 - Anyone caught misusing wristbands (i.e. transfer to other people, bringing them from outside, etc.) will be removed from the event and may face disciplinary charges.
- **No Re-Entry:**
 - No one will be permitted re-admittance into Mega and Large Scale events. Attendees may have their wristbands removed before leaving the event.
 - Additional people will not be permitted to re-use wristbands and/or replace those who have left the event.
 - Signs will be posted alerting people in attendance of this policy.
 - The only exception to re-entry is for those in the sponsoring organization, DJ or band that are identified with different colored wristbands.
- **Intoxication:**
 - Any individual who appears to be under the influence of alcohol and/or drugs, in any form, will not be permitted to enter the facility and/or event.
 - University Police will be asked to intervene when an individual is perceived to be under the influence of alcohol and/or drugs.
- **Inappropriate Items:**
 - No packages, bags, back packs, bottles including water, and/or any other items deemed inappropriate by University Police will be permitted inside Mega and Large Scale events.
 - No admission will be granted to individuals who are found to be in possession of items classified as weapons or illegal drugs.
- **Safety:**
 - Discretion will be given to University Police to determine public safety concerns that may prohibit entry. Whenever possible, these matters will be discussed at the required security meeting and be posted at the entrance to the event.

Event Security and Staffing

Security Meeting

Prior to any Mega or Large Scale Event, representatives from the sponsoring organization(s), Campus Activities, Service and Leadership, and University Police, and if needed Events & Conference Services, Catering, Facilities and the building manager, will meet to determine final arrangements including, but not limited to:

- Crowd control (i.e. wristbands, tickets, organizational members working the event, barriers);
- Operational hours (set-up, start and end times, clean-up);
- Cost and financial controls (ticket sales, depositing funds);
- Security coverage (number of officers needed, costs, additional security needs);
- Student Organization Advisor coverage. The sponsoring organization's Advisor is expected to be present during the event.

Security Costs

For any event that is determined to require additional security services personnel (outside or University security) by Campus Activities, Service and Leadership, in consultation with University Police, the club or organization will be required to support all related security expenses beyond those traditionally offered to events on campus. Student groups must budget for these expenses in the proposal stages to the SGA to avoid cancellations or postponements of events.

Organizations recognized by Greek Senate are required to place the needed funds, in advance of the event, into their OP account with the SGA Financial Manager, or pay directly for security, set-up and cleaning costs. Estimated costs will be provided to the group during the planning stages for the event. These groups must provide a purchase order request, and/or a University or certified check for these expenses within two weeks of the completion of the event. If damages occur or bills are unpaid, the group may face disciplinary sanctions imposed by Campus Activities, Service and Leadership.

Security and University Police Roles

University Police, Student Patrol, and outside security as needed, will provide all security. No additional outside security may be hired to support a university event. University Police will be responsible for the following activities at an event:

- University Police will be scheduled 30 minutes prior to the start and 30 minutes after the conclusion of the event. Student groups are encouraged to assist with dispersing guests at the conclusion of the event. If Police coverage is needed beyond the scheduled 30 minutes, additional charges may be incurred by the student organization.
- University Police and security personnel will be responsible for controlling access to the event as well as monitor the I.D. checking process for the event. Anyone entering the event may be subject to security searches by security personnel to determine access to the event.

- University Police will patrol the area outside the facility and at all event entrance / exit points to maintain safety for all people attending the event.
- University and/or outside security services personnel will work together to immediately respond to problems inside and outside the facility and work to clear the area at the conclusion of the event.
- Based on advance ticket sales, University and additional security services personnel will be staffed at a ratio of no less than one (1) Police officer to 50 attendees (1:50 ratio) for some Mega and Large Scale Events. University Police and CASL staff will determine the security staffing locations, which will include a presence inside / at the event and at entry and exit points. A listing of University Police to attendee ratios follows.
- Anyone engaged in any form of violence or disruption will be escorted from the event and, if necessary, from the campus.
- Clear expectations will be provided and reviewed with any external security services personnel hired to support the University Police.
- The Director of University Police or designee, will consult with the Director of Campus Activities, Service & Leadership or designee, to close down an event or limit entry for safety and security concerns and / or other event policy violations. Deviations from this procedure may occur in the case of an emergency.

Event Attendee to University Police Coverage Ratios

These ratios are guidelines and may be adjusted for various reasons such as percentage of guests, money collection, difficulty to secure the space, outdoor events, time of event, expected attendance (i.e. sell out), recent history of event or other reasons deemed necessary at the security meeting.

- Mega Concerts and Dances: will have a 1:50 Police officer to attendee ratio. These events may also include outside security and Student Patrol.
- Mega and Large Scale Events: will have a 1:100 Police officer to attendee ratio. These events may also include outside security and Student Patrol.
- Medium Scale Events: will have a 1:150 Police officer to attendee ratio. These events may also include outside security and Student Patrol.
- Medium Scale Events with little to no risk: (i.e. lectures, movies, award dinners) will have one (1) Police officer or no Police officer requirement (at the discretion of CASL and University Police). No outside security will be needed. See Medium Scale Event section for additional information.
- Outdoor Events: held after 5:00pm or on weekends will have a 1:75 officer to attendee ratio with a minimum of three (3) Police officers. Police officer coverage may be adjusted depending on the risk associated with the activity (i.e. injury, crowd control, large number of guests).

- **Small Scale Events:** do not need Police coverage. A CASL staff member will work with the planning group to determine if security concerns are present and if an officer is needed (which will change the event category).

Student Organization Advisors

The sponsoring organization's Advisor is responsible for all aspects of the club or organization's activity and is expected to attend the events. The Advisor is responsible for securing any alternative representative who is approved by Campus Activities, Service & Leadership, at least two weeks prior to the event. At least one Campus Activities, Service and Leadership staff member, or designee, must attend for the duration of Mega and Large Scale events held on campus. Please refer to the [Student Organization Advisor Guide](#) for additional information and responsibilities.

Student Organization Members

- Groups holding an event must provide designated student organization members to work the event, including ticket sales, policy enforcement and assist with crowd control. Groups are also responsible for posting signs that clearly state the requirements for the event (i.e. No Re-Entry, No Ticket Sales after 11:00pm, etc.).
- Groups are responsible for cleaning up all materials associated with the event at the conclusion of their event, or additional charges may be applied.
- Groups are responsible for all charges associated with their event, including SGA allocations, any late fees and/or fines, and replacement costs for missing or damaged items.
- Student organizations, their members and guests are expected to abide by all University, Campus Activities, Service and Leadership, and Student Government Association (SGA) policies, and procedures. Failure to comply may result in disciplinary measures.

Deviations from Policy and Procedures

Special permission or event specific details that may alter this policy should be discussed and approved as early as possible with Campus Activities, Service and Leadership and University Police during the planning process. Deviations from these policies and procedures may be made by Campus Activities, Service and Leadership and/or University Police staff at the event for the safety of the students or success of the event. Whenever possible, this will be done in consultation and only when agreed to by both parties. *Drastic measures such as altering agreed upon capacity, entry requirements, or shutting down an event will occur anytime student safety is deemed at risk.* These decisions are one time only and will not set precedent for future events, but details may be used when planning future events or in discipline procedures after the event.

Advertising

Advertising is key to the success of any event and a plan should be considered during the event planning process. Prior to the duplication and circulation of any publicity materials or announcements, the Office of Campus Activities, Service and Leadership must approve them.

When applicable, all written materials and documents intended to publicize events must clearly state the following:

- a. Current, valid WP ID required/ Guests of WP must have Photo I.D./Other College I.D. (picture I.D. required)
- b. Date, start and ending time, and location of the event.
- c. The cost of attendance, particularly if there is a different price for William Paterson students and their guests.
- d. All entry requirements such as “No Re-Entry”.
- e. Any dress code such as “Business Attire”, etc.

Publicity must be specific to the event being promoted and may differentiate slightly when the event is a Mega, Large Scale, dance, concert, etc. Consultation with Campus Activities, Service and Leadership must be done in the early planning stages to avoid any misunderstandings and possible disciplinary sanctions.

Posting Policy

It is the responsibility of each student club, organization, or group to properly publicize their events to ensure success. The Office of Campus Activities, Service and Leadership (CASL) must stamp all promotional materials publicizing events or activities sponsored by student organizations, offices, or departments that are posted in the Student Center. The purpose of this policy is to treat all groups equally, eliminate waste, and keep all bulletin boards current. Please refer to the [Student Center Posting Policy](#) for specific guidelines.

Please respect all members of our community and do not tamper with, remove, or vandalize any flyers found on bulletin boards. Anyone found vandalizing or removing approved fliers may face individual or group judicial sanctions.

Chalking Policy

Student organizations may use chalk to promote an event or activity by completing a Chalking Request Form at least 48 hours before the chalking begins, and receive permission from the Office of Campus Activities, Service and Leadership. Only water-soluble chalk may be used in designated walkways only, and must be removed within one week of the completion of the event. Please refer to the complete [Chalking Policy](#) before submitting a [Chalking Request Form](#).

Club and Organization Fundraising

Student organizations may conduct fundraisers on campus to benefit their organization or a charitable group. Any student group requesting to hold a fundraising activity must complete an Event Form and Fundraising Application in [Pioneer Life](#) and have it approved by the Office of Campus Activities, Service and Leadership at least two (2) weeks prior to the commencement of the activity. Some types of fundraisers will require additional approvals and lead-time in order to move forward with the activity. Earlier submission and consultation with a CASL staff member will help facilitate this process. Please refer to the complete [Fundraising Policy](#) before submitting a Fundraiser Application.

Travel Policy

University and student organization sponsored trips are encouraged in order to carry out the educational, cultural and civic engagement mission of the university, as well as providing opportunities for social interaction for WP students. Please refer to the [Student Organization Travel Policy](#).