



CAMPUS LIFE

EVENT POLICIES

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Saint Martin's University encourages student involvement in experiences both inside and outside of the classroom and acknowledges the importance of student participation in creating a quality campus environment. Because of this acknowledgement, the university has granted students and student organizations specific privileges and benefits. These privileges include:

- Use of university facilities and services
- Participation in certain university-sponsored student activities
- Ability to apply for funds from the Associated Students of Saint Martin's University.

In order to exercise the privileges accorded, a student club or organization must register with and be recognized by the Office of Campus Life.

Contracts

Only University approved officials have the right to confirm and sign documents legally binding the university and its subordinate entities. Students are not allowed to sign contracts or performer riders. All student sponsored activity contracts must be signed by the Director or Assistant Director of Campus Life.

Staffing and Purchased Services

The Office of Campus Life will make the decision regarding staffing and security for student sponsored events and activities. Payment of security and police personnel is the responsibility of the sponsoring group. Factors affecting the staffing decision include, but are not limited to:

1. The number of people expected and the location of the event
2. Whether the event is to be held during non-business hours
3. How widely the event was advertised
4. Whether tickets were sold in advance
5. Whether money will be collected at the door
6. The make-up of the group expected (e.g. SMU students, SMU faculty and staff, other college students, family and friends of SMU students, people in the local community, adults, children, etc.)

If it is determined that security is required for an event, the sponsoring group must fill out the **Request to Hire Security or Police Personnel Form** and submit it to the Office of Campus Life at least 2 weeks prior to the event.

Educational Requirements

Although the university grants students and student organizations specific privileges and benefits as outlined above, the Office of Campus Life, Dean of Students and Vice President of Academic Affairs reserve the right to require an additional educational component at student events, including, but not limited to discussion, guest speaker, and panel. Sponsoring group will be required for all subsequent fees associated.

Event Advisors

The Office of Campus Life requires a minimum of **one** Saint Martin's University staff or faculty member to serve as the Event Advisor at all student sponsored events. The responsibility of obtaining an Event Advisor is that of the sponsoring group.

Event Advisors are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their duties. Student sponsors and Event Advisors should work closely and communicate regularly throughout the evening with security personnel.

Event Advisors are authorized to intervene in any situation that warrants intervention and may, in consultation with security personnel, decide to terminate an event if necessary.

Event Advisors are expected to:

1. Be in attendance for the duration of the student sponsored event.
2. Ensure that University policies and event procedures are followed. Advise students, security and police as necessary.
3. Assist with any problems or emergencies that might arise.

Conduct Regulations in Facility Use

1. The sponsor of a campus event is responsible for providing adequate supervision for the activity and will be held responsible for any damages to the loss of university property by participants at the event.
2. The University is not responsible for damages to personal property, stolen property, or injury sustained on university grounds.

3. The use of illegal substances and disorderly conduct on university property is prohibited, and may result in immediate termination of the event and further disciplinary action of the student: see Student Policies and Conduct.
4. Tampering or misuse of fire alarms or firefighting equipment is prohibited by Washington State Law.
5. Unauthorized possession and/or use of firearms or firecrackers are not permitted.
6. No pets will be allowed in any building. These regulations do not apply to those animals specifically trained to aid the blind or the deaf.
7. No person shall set a fire upon university property unless permission is obtained through the Office of Safety and Security and the Dean of Students.

Bonfires

- Outdoor fires are prohibited on Saint Martin's campus unless specific permission has been granted by the Office of Safety and Security, Dean of Students and appropriate permits acquired.

Smoking, Alcohol, Drugs

- Students and visitors may not smoke indoors at a Saint Martin's event.
- No one may consume alcohol before entering an event or bring or consume alcohol or other drugs in the event.
- DJ's are not permitted to use smoke machines because they activate the smoke detectors and fire alarms.

Loitering

- ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Saint Martin's event. All exits are FINAL.
- No one who has been asked to leave the event by the Event Advisor or the security personnel is to be allowed back in under any circumstances.

Publicity

All publicity must adhere to the University Posting Policy. Students must fill out the Program Approval for Posting Form and have it approved by the Director or Assistant Director of Campus Life before it is duplicated and distributed. Television, radio and non-Saint Martin's site internet advertisements are NOT permitted. Nor are flyers to be placed in bars or clubs. No student group is permitted to engage the services of an outside agent to advertise or promote an event. In order for a flyer to be approved for posting and distribution it must have:

- ◆ building and room location
- ◆ start and end time
- ◆ cost for admission (student and non-student)
- ◆ entrance requirements (including ID, age, free/required coat check)
- ◆ sponsoring group name and contact phone number