



1301 Jayhawk Blvd, Lawrence, KS 66045-7548 Phone: (785) 864-4651 Fax: (785)-864-5030

Late Night Event Policies & Procedures **[Sponsoring Organization's Responsibilities]**

A Late Night Event is defined as a registered student organization sponsored event held in the Kansas or Burge Unions flexible meeting space (excludes fixed seating auditoria – Woodruff and Alderson) that goes beyond 12 am or the closing times of the area where the event is to be held. To use the KU Memorial Unions facilities for a Late Night Event, the sponsoring organization must agree to the policies and procedures listed below.

1. Eligibility: Any student organization in good standing with the KU Memorial Unions and registered with the University of Kansas Student Involvement & Leadership Center is eligible to sponsor late night events. Any group wishing to hold a Late Night Event must have at least one member of their organization attend the Late Night Event Coordinator Training held at beginning of each academic year to review event requirements and procedures. The individual(s) attending the training are eligible to be the Event Coordinator for their registered student organization for a late night event.
2. Scheduling, Confirmation, Fee Payment: The Burge Union Gridiron Room is the primary space used for Late Night Events due to reduced cost and increased security. The larger venue, the Kansas Union Ballroom, is also available but involves higher costs due to its size and the complexity of securing the event. The event must be scheduled and a completed contract with the Union signed a minimum of 18 days before the event. Scheduling, confirmation of space and fee payment are handled through the Event Services staff at the Kansas Union Administrative Office, room 476.
3. University Events Committee (UEC) Approval: The Organization must receive approval from UEC at least 17 days prior to the event. Before seeking UEC approval, the room must be reserved through the KU Memorial Unions Event Services Office. No event may be advertised until this approval is received.
4. Cancellation Procedure: Cancellation of the event must be made at least 48 hours in

advance. If not, the sponsoring group will be responsible for all costs and may not be host a late night event for the remainder of the current semester and the following semester.

5. Organizational Event Staffing:

a. Event Coordinator: The sponsoring organization will designate one person who has attended the Late Night Event Coordinator Training to be the Event Coordinator. All communication with the Union staff and KU Public Safety concerning requirements for the event shall be made by this designated individual to avoid confusion. The Event Coordinator must be in attendance for the duration of the event.

b. Volunteer Requirements: For events scheduled in the Kansas Union Ballroom, the organization shall have at least 10 volunteers: 2 money collectors, 7 security staff and 1 Event Coordinator.

For events with an expected attendance of 100 to 300 and scheduled at the Burge Union, the organization shall have a student volunteer staff of at least 5 volunteers: 2 money collectors, 2 security staff and 1 Event Coordinator. Three volunteers are required for less than 100 (1 money collector, 1 security staff and 1 event coordinator). Wrist bands (provided by the KU Memorial Unions) must be worn by the volunteer event staff.

6. Admittance Procedure: The following categories of persons with valid photo ID are eligible to attend the party:

a. A KU or other college student with a current student photo ID.

b. An alumnus with either a KU alumnus or sponsoring organization's membership ID plus a photo ID.

c. A guest of one of the above. Each eligible person attending may sponsor a guest, if the guest has a valid photo ID. An eligible person must accompany his/her guest to the event and register both themselves and his or her guest at the check-in table. Registration will require the guest to list their driver's license number, state and full name and the eligible person sponsoring the guest to list their full name and student or alumni ID number. Eligible persons without a guest are not required to register. Persons who do not present ID shall not be admitted.

7. Admission Sales/Cash Handling: The sponsoring organization is responsible for all admission sales. A table will be setup at the entrance (provided by the Union). The

admission table is located so restrooms are inside the event area.

8. Security: KU Public Safety will determine the number of officers needed based on the nature of the event. KU Public Safety will be present in the event space and patrol the surrounding area including the parking lot. All guests and DJ staff must be searched before entering the party room. One walk-through metal detector and one hand held metal detector will be made available to the sponsoring organization by the KU Memorial Unions. A KU Public Safety Officer must be present when the metal detectors are in use.
 - a. No readmission to event. If a person leaves, he/she must pay again and be subject to another search.
 - b. Loitering is prohibited in the Union building and in the parking lot during and after event.

9. Security Review. The Sponsoring Organization's event coordinator will meet with KU Public Safety, Union staff, and all student party staff one hour before the event start time. The sponsoring organization's representative who signed the agreement, and any persons assigned a duty such as money collectors and security staff are required to attend; no exceptions.

Failure to meet with the entire staff assigned to work the event one hour before the start time will force a delay until every assigned person arrives. The sponsoring group may be denied the privilege of hosting Late Night Events until the end of the forthcoming semester.

10. Site Inspections: Student event staff and Union staff will inspect the facilities immediately prior and following the event for damages. The event coordinator and the Union staff member shall sign the inspection form provided by the Union.

11. Advisers: The sponsoring organization's adviser *must* be in attendance during the entire course of the event.

12. Union staff: a professional staff member and a student event supervisor will be on duty. Labor cost of \$20 per hour is charged starting one hour before event start time (for pre-event inspection and security review) and ends at the event end time.

13. Rules posted: Late Night Event rules will be posted by Union staff at the entrance to the

event.

14. Equipment Storage: There is no storage space for equipment. Equipment may not block doorways, stairwells or hallways as per fire code. Sponsoring group will assume all liability for security of any equipment used in association with the event. The scheduling group is responsible for removing their production/staging equipment from Union facilities immediately following the event.
15. Load in: Equipment load in is normally limited to one hour before the scheduled start time.
16. Facility Capacity: Attendance at the event will not exceed the regulated capacity for the space. Maximum capacity for the Burge Union Gridiron Room is 300; for the Kansas Union Ballroom 950. This number may be reduced if additional tables, chairs and other equipment are added to the dance floor space.
17. Catered Food & Beverages: All catered food and beverages consumed in the Union facilities must be procured through the KU Memorial Unions Food Services (864-2444).
18. Extended Hours Charges: If the organization wants to keep the Union open later than regular building hours, there will be an additional charge of \$50 per additional hour. Dances must end no later than 1:40 am. At this time, the room lights will be turned on. Premises must be cleaned and vacated by 2 am. If the room is not vacated by 2 am, a charge of \$1 per minute will be assessed.
19. Damages to Facility: If damage occurs as a direct result of activities in any of the accessible public areas used for the activity, the sponsoring Organization will be held liable. Cost of repair shall be assumed by the sponsoring Organization.
20. Age Restrictions: Must be 18 years or older.
21. No smoking: University rules prohibit smoking within university facilities.
22. No alcohol: University rules prohibit the consumption of alcohol on university property



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date received: _____
by: _____

Res # _____

Late Night Event Registration

Complete form and return to the Kansas Union Administrative Office (Level 4, Room 476).

Sponsoring Organization _____

Security Review & Load-in Time _____

(1 hr before event)

Fri Sat Date _____

Start Time _____

End Time _____

(building vacated by 2:00 am)

	Phone	KU ID#
Event Coordinator _____	_____	_____
Address _____		
The Event Coordinator must be present 1 hour prior to the event start time.		
Advisor _____	_____	_____
Names of student party staff (minimum 5 for attendance of 100+; min. 3 for less than 100)		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
The event is subject to cancellation if the number of student party staff present 1 hour prior to the event is less than the number of volunteers listed above.		
Name of D. J. _____		

Event Location (check one): Gridiron Room___ Kansas Union Ballroom___ Other _____

Estimated attendance _____ Admission Charge: \$ _____

Room Set-up Needs: Number

tables needed _____

stage, no. of risers: _____

ticket table _____

Other setup/security information the Union should know:

I understand and agree to the conditions and responsibilities listed in the "Late Night Event Policies & Procedures" confirming my event in KU Memorial Unions facilities. By signing this agreement, I agree to be present throughout the event as the sponsoring organization's representative.

_____ Date

_____ Signature: Event Coordinator for Sponsoring Student Organization



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date received: _____
by: _____

Res #: _____

**Late Night Event
Event Coordinator
Registration**

In order to host a late night event, the sponsoring organization needs to designate one person who has attended the Late Night Event Coordinator Training program to be the Event Coordinator. Complete form and return to the Kansas Union Administrative Office (Level 4, Room 476).

Sponsoring organization _____

Mailing address _____

Event Coordinator _____	KU ID# _____
Address _____	
Phone _____	
E-mail _____	

I understand and agree to the conditions and responsibilities listed in the "Late Night Event Policies & Procedures. By signing this agreement, I agree to be present 1 hour prior and throughout any late night event as the sponsoring organization's representative.

Date

Signature: Event Coordinator



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Late Night Event Checklist **[Sponsoring Organization's Responsibilities]**

Name of organization _____

1. Date of event selected: _____
2. Indicate Event Coordinator to be in charge of event:
name: _____ phone: _____
3. Any outstanding bills? __no __if yes
4. Indicate adviser to be at event (for entire evening):
name: _____ phone: _____

>30 days before event:

5. Hire DJ. Fill out Union Late Night Event Registration form.
6. Recruit and confirm student party staff: List names, phone number and KU ID# of each volunteer on Union Late Night Event Registration form.
7. **>18 days before event:** Reserve room with Kansas Union. Determine any age restrictions
8. **>18 days before:** Get KU Public Safety approval.
9. **>18 days before:** Submit University Events Committee (UEC) request. (Due in Student Involvement & Leadership Center by 12 noon on Tuesday, the day before the weekly UEC meeting).
10. **>17 days before:** Go to UEC meeting: 3:30 pm, Wed.
11. **>24 hours before:** reconfirm all volunteer commitments. Remind DJ of setup time and date.
12. **>1 hour before:** Meet with KU Public Safety, Union staff and all volunteers for security review, setup tables; check wands. Do before event site inspection and sign form.
13. **During event:** Stay in contact with KU Safety Officer and Union Staff throughout event.
14. **1:40 AM:** announce closing of event.
15. **2 AM:** Meet with Union staff to do post-event site inspection and sign form. Be sure DJ is done loading out before leaving premise.
16. When invoice arrives, review charges with Union reservations office if there are any discrepancies. Pay bill before due date.



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Res # _____

Late Night Event Night Deposit

Sponsoring Organization _____ Event Date _____

Event Coordinator _____ Phone _____ KU ID# _____

I acknowledge that the KU Memorial Unions will keep our money deposit in the Union night drop for safe keeping after our late night event. Our money will be placed in locked deposit bags. The bags will be provided by the Union. The padlocks provided by the event sponsoring organization will be placed on the bags securely so that Union staff will not be able to open them.

By signing this agreement, I agree that the deposit bags have been securely locked before placing in the Union night depository and acknowledge our organization assumes all risks and will not hold the KU Memorial Unions responsible for any mishaps, loss, theft of the deposit.

Date Signature: Event Sponsor Contact Person

On the day of reclaiming the night deposit, I certify that I have received all deposit bags securely locked and acknowledge everything was in good order. Deposit bags will be returned to the Kansas Union within 48 hours.

Date Signature: Event Sponsor Contact Person

Late Night Event Rules

1. No readmission
2. No loitering
3. METAL DETECTORS in use for all event attendees (NO EXCEPTIONS). Individuals and items are subject to search.
4. Must be 18 years or older and meet the admission requirements below.

Admission Requirements

- A KU or other college student with a current student photo ID.
- An alumnus with either a KU Alumni or sponsoring organization's membership ID plus a photo ID.
- A guest of one of the above.

Each student or alumnus may sponsor **one** guest. The guest must present a valid photo ID. The student or alumnus must accompany his/her guest to the event and register both themselves and his or her guest at the check-in table where a copy of both the student or alumnus and the guest's ID's will be made.

KU or other college students or alumni with current ID, without a guest, are not required to register.

Individuals who do not present ID shall not be admitted.

Thank you for your cooperation