

**NC State University**  
**Talley Student Center Late Night Party Regulation and Procedures**  
Revised May 1, 2008

In order to assure the safety of NC State students and their guests, these regulations and procedures apply to any late night parties scheduled in the Talley Student Center.

### **1. Definition**

Late Night Parties are those events that meet the following criteria:

- 1.1 Continue after normal operating hours of the Talley Student Center, occurring between the hours of 10:00PM – 2:00AM
- 1.2 Are limited to NC STATE students or other students with a valid college ID or to the members of the sponsoring organization and its guests
- 1.3 Will use amplified sound
- 1.4 Will not require a major set-up of tables or chairs
- 1.5 Other events as identified by Reservations and Event Management or University Police

Student Organizations may schedule no more than one late night party each semester. Talley Student Center Reservations and Event Management (REM) will schedule only one late night party per weekend. No parties will be scheduled during New Student Orientation. Although every effort will be made to honor a party request, reservations are subject to cancellation if police or Talley Student Center staff are not available to work the event.

### **2. Eligibility**

Registered student organizations in good standing (as verified by the Student Organization Resource Center and/or Greek Life, and the Office of Student Conduct) may host late night parties **provided they meet the requirements outlined in this regulation and follow all procedures required by the Late Night Party Task Force.**

- 2.1 Attend a mandatory orientation and training meeting conducted by Reservations and Events Management (REM) no later than three weeks before their party is scheduled. The student representative attending this meeting must be one of the party hosts who will be present at the event being scheduled.
- 2.2 Provide a minimum of ten hosts (representatives of the sponsoring organization) who will be present and identifiable at the event:
  - 2.2.1 The Lead Host must be an NC State student and a member of the organization sponsoring the event. The sponsoring organization is responsible for ensuring that all hosts have signed agreements that they will enforce the procedures.
  - 2.2.2 The Lead Host will also be responsible for the behavior and compliance of all hosts regardless of whether those hosts are NC State students, alumni, volunteers, or members of the sponsoring organization.
- 2.3 Have an organizational advisor (documented through registration in the Student Organization Resource Center or Department of Greek Life) present at the event until at least midnight.

2.4 Have a university advisor who is a North Carolina State University employee, preferably in Student Affairs, who has been trained in the Late Night Party Procedures and who has experience managing such events, present at the event for its entirety. If a Student Affairs advisor is unable to attend, the student group is responsible for finding another eligible North Carolina State University employee to work the party.

2.5 Submit a \$2050 deposit that will be held until after the event. Any charges resulting from the event, such as for additional time, housekeeping, facilities damages, etc., will be deducted from the deposit and the remainder refunded to the sponsoring organization.

2.6 Agree to abide by the all of the regulations and procedures and to sign an agreement stating such.

### **3. Hours**

3.1 Late night parties are generally scheduled for the hours of 10:00PM – 2:00AM, with designated sponsors and advisors being in place from 30 minutes prior to the event until all students, guests and the entertainers have exited the facility after the event. REM will review requests for parties at hours other than the above.

### **4. Pre-Event Meetings**

Two contacts should be made by the sponsoring organization with REM staff prior to the party:

4.1 The sponsoring organization must contact the office of REM no later than three weeks prior to the event to submit their deposit and list of Hosts and advisors. Failure to do so may result in the event being canceled.

4.2 The 10 sponsoring organization hosts, Event Manager, security officers, University advisor and sponsoring organization advisor will meet 15 minutes prior to the beginning of the event to review procedures, verify the Lead Host's NC State ID, and identify the security supervisor. The party may not begin until this meeting has taken place, and the meeting will not commence without all these parties being present. Note: The Lead Host, DJ staff and 10 sponsoring organization hosts must also have their IDs scanned prior to the commencement of the party.

### **5. Safety and Security**

In order to assure the safety and security of everyone present at the event, the following requirements are in place:

5.1 Four uniformed sworn police officers and seven security staff (including supervisor) are required for these events when a full capacity of guests is expected. Additional officers may be required at the discretion of university staff in consultation with the sponsoring organization. The sponsoring organization may request additional officers as well.

5.2 Screening devices will be used to check all persons entering the party. (Sponsoring organization hosts must not conduct "pat-down" searches of party guests.) Anyone with contraband will be referred to a police officer. Knives and mace will not be allowed; guests with these in their possession will be asked to return them to their cars. Illegal weapons will be confiscated. Student sponsors will not accept the responsibility of holding items for guests.

5.3 The NCSU Fire Marshall has established an occupancy limit of 738 for the Ballroom for these events. Counts will be taken at various times during the event to determine if the occupancy limit of 738 is being violated for the Ballroom. A member of the host organization and Reservations and Events Management

will conduct these counts. If during these counts it appears that the occupancy limit of 738 is being exceeded for the Ballroom, then the party may be shut down.

5.4 Surveillance will be in place to record the entry, ticketing process and other areas as needed. Images stored will be available in case there is a need to verify procedural compliance or to identify guests.

## 6. Access and Ticketing

Tickets to late night parties may be sold in advance, in accordance with advertised ticket prices. The tickets will then be replaced by wristbands after the ticket holders properly gain access to the party. All party guests, hosts and entertainers must wear wristbands throughout the party. The following requirements also apply:

6.1 No more than 850 tickets may be sold for a late night party in the Talley Student Center. Tickets may be sold in advance, however only those remaining to make up the balance of 850 may be sold the night of the event. The sponsoring student organization is responsible for ensuring that the capacity of 850 is not exceeded.

6.2 Ticket prices must be published in advance (on Facebook, flyers, handbills, announcements, etc.) and prices charged at the door must remain consistent with those published.

6.3 Signboards will be placed outside of Talley and inside next to tables where wristbands are sold announcing prices of tickets and current ticket price. Tickets may be sold in advance for a lower price than tickets available during the event, but both prices must be advertised in the advanced publicity.

6.4 Ticket prices are to remain constant throughout the event.

6.5 Signage will notify guests that surveillance is in place.

6.6 No more wristbands will be sold after 1:15 a.m.

6.7 Publicity should state: ***Valid College ID Required for Entry.***

6.7.1 The only non-student guests permitted at the party are alumni members of the sponsoring organization. These guests must be registered by the host organization via the use of guest registration cards.

6.7.2 Guests who are members of the sponsoring organization but who have forgotten to bring their college IDs may appeal to an NC State student host (member of the sponsoring organization) to be admitted with a driver license, instead. The student host must consult with the University Advisor on site prior to allowing any exceptions to be made. Any guests admitted under this exception must be registered with guest cards and must have their drivers' licenses scanned. A maximum total of 20 guest registrations are permitted, including alumni and non-students. *Sponsoring organizations are strongly discouraged from making exceptions of this nature, as the hosts involved are accepting increased liability by doing so.*

6.7.3 NC State students will be admitted upon showing their NC State ID cards.

6.8 Reservations and Event Management will set up and staff a table at which all attendees will be required to have their photo IDs (college identification or valid driver's license) scanned before entry into the party.

6.9 Sponsoring groups will be required to staff two tables for collecting money and distributing wristbands. The sponsoring group's advisor will monitor all the access and ticketing activities on the first floor, assisting where needed, unless he or she has been called to assist in another locale within the event.

6.10 After having his or her ID scanned, each person must obtain a wristband. This wristband must be worn at all times during the party and will be surrendered by guests who leave the party before its conclusion. After midnight, anyone found in the party without a wristband will be asked to leave. Failure to do so will result in referral to the police.

6.11 Host organizations who wish to identify special guests for preferential access to the event must advertise that this opportunity is available until midnight, after which there will be no preferential access allowed. Preferential access will be through a designated line. The sponsoring organization must provide a sign specifying who may be admitted through this preferential system. **Guests who enter the party through the preferential access point must still be screened through security and have their IDs scanned in order to receive a wristband.**

6.12 Guests who leave the party before its conclusion will not be re-admitted without completing the entire admission process again.

## **7. Sponsoring Organization Duties**

*The Sponsoring Organization must follow these steps or the event will be canceled:*

7.1 Complete a request for police coverage of the event through Talley Student Center Reservations and Event Management (REM) no later than three weeks prior to the event. Reservations and Events Management will then notify University Police that the students have completed the request and coordinate to determine whether police officers are available to work the party.

7.2 Participate in mandatory pre-party and post-party facility walk-throughs by Event Manager and Lead Host. A checklist will be developed by REM and signed by the Lead Host, indicating the room and surrounding areas' original appearance and condition. The Lead Host must also sign and date the post-party walk-through checklist.

7.3 Attend a mandatory pre-party meeting with Late Night Party Task Force members to discuss ticket sales, security/sponsor positions, questions, concerns, closure times, exit procedures, etc. The sponsoring organization will provide REM with signed Host Agreements from all hosts and list both the organization and university advisors including an alternate for each one. These should be turned in at the time of the deposit but no later than three weeks prior to the party.

7.4 Provide a minimum of ten representatives of the sponsoring organization to serve as hosts for the event who will be identifiable and accessible no later than fifteen minutes prior to the party and throughout the duration of the event. The Lead Host must present a valid, current NC State ID at the pre-party meeting. Standardized badges must be worn by all student hosts and be clearly visible throughout the event.

7.5 Post organization hosts at perimeter doors and near the elevators to assure that no one enters the event without a ticket.

7.6 Station the organization's advisor at the check-in table to assure proper guest registration unless there is a problem in the party venue that requires his or her attention. The University advisor should maintain contact with the security supervisor, Lead Host and event manager, and will remain onsite throughout the event's entirety.

7.7 Aid in the dispersal of the crowd from the party location. The event security staff will also assist in this procedure, and oversee the crowd as they exit the building and leave the vicinity.

7.8 Clean up the facility, returning it to an acceptable state. Failure to do so could result in forfeiture of deposit and/or additional billing.

7.9 Remain available until all guests, including the DJ, have departed. Sponsoring organization hosts must assist the entertainers in removing their equipment to facilitate the departure time.

*In addition to these requirements, it is recommended that the sponsoring organization use the DJ Agreement appended to this regulation ([hyperlink](#)) to establish expectations with the DJ regarding appropriate music for the party.*

## **8. Reservations and Event Management Staff Duties**

In addition to meeting with sponsoring organization hosts prior to the event, assisting with monitoring the event and working with student sponsors and police to close the event, REM will maintain a “Party Box” in the Reservations Office containing numbered tickets, wristbands, Event Sponsor Agreement, Host Agreements, 10 host badges and 5 entertainer badges. These items will be distributed to student sponsors as follows:

8.1 A representative from the sponsoring organization will sign the Event Sponsor Agreement at the meeting with REM at least three weeks prior to the event. The sponsoring organization is responsible for distributing the host agreements to all of the hosts, who must sign and bring the agreements to the pre-party meeting the night of the party.

8.2 If the event is to be pre-sold, 850 tickets will be given to the student organization when University Police have verified that there are police officers available to work the party. REM will record the ticket numbers on the organization’s reservation form. **Any unsold tickets must be returned to REM by 5:00pm the last business day prior to the event.**

8.3 850 wristbands will be given to the Lead Host at the pre-event walk-through.

8.4 The Party box will be returned at the conclusion of the party to the Event Manager with the badges and any unused wristbands enclosed. The sponsoring organization will be charged \$5.00 for each missing badge.

Prior to the party, REM will post “Must Have College ID for Entry”, “No Loitering”, and the “Right to Refuse Entry” signs. At the party, REM will operate/facilitate the scanning of IDs and will monitor/assist with the entry and ticketing process. After the party, REM will provide University Police with a copy of all attendees’ scanned IDs upon their request.

## **9. Security/ Police Duties**

9.1 The security supervisor will meet with the sponsoring organization hosts, police officers and REM staff no later than 15 minutes prior to the event’s beginning to introduce him or herself and review procedures. In addition, it is advised that the Lead Host and Event Manager meet at different times such as 11:00pm, 12:00am, and 1:00am. This will allow each member to communicate the status of the event.

9.2 The security company will be responsible for maintaining the security screening devices, and will distribute them to their staff prior to the event.

9.3 During the event two uniformed police officers will remain on the first floor and two will remain on the second floor. The officers on the first floor will remain near the first floor entrance to Talley Student

Center, while the second pair will roam the second floor monitoring the ballroom floor attentively; both pairs of officers will assist each other as needed.

9.4 Anyone not attending the party should leave the student center at midnight, the closing hour for the building. Police officers will assist REM staff and student sponsors with clearing any loiterers.

9.5 Should an incident occur that would require the police to close the event early, the security supervisor will contact the Lead Host, organization advisor or REM staff as soon as is practical to explain the reasons for the early closure.

## **10. Party Closing Procedures**

10.1 15 minutes prior to the end of the party, an announcement will be made that it is almost over.

10.2 At 1:50AM, full lighting will come on and the music will stop.

10.3 During the exiting, sponsoring organization hosts, the advisor and REM staff will assist with directing the crowd out the designated exits.

10.4 Two police officers will remain inside until the crowd is clear.

10.5 Hosts may leave when the Event Manager agrees that they have fulfilled all of their responsibilities as listed above.

## **11. Costs**

11.1 Sponsoring Student Organizations will be responsible for a \$2050 deposit, due to the Talley Student Center three weeks prior to the event, to cover the costs of keeping the facility open after hours the night of the event, REM staff, police officers and security staffing, and any damages resulting from the event. These costs will be calculated and any remaining balance will be returned to the student organization. Damages that exceed the deposit amount will be billed to the sponsoring organization. (Upon request of the sponsoring group, REM may agree to accept a portion – no less than half -- of the deposit three weeks prior to the event and the remainder of the deposit the night of the event.)

11.2 Following the event, University Police will bill hourly wages for any excess time for the four police officers directly to the student organization. Excess officer time charged to the sponsoring groups includes time spent on administrative follow-up (incident reports, etc.) pertaining to any events occurring at the party.

## **12. Cancellation**

12.1 Should a party be canceled after an organization has submitted a deposit and confirmed security the following procedures apply:

12.1.1 In order to receive the full deposit back, cancellation must be made by the Lead Host, five (5) business days prior to the event to the Reservations and Event Management (REM) Office in Talley Student Center.

12.1.2 Should cancellation be made less than five (5) business days before the party the group may be responsible for costs associated with reservation of services such as but not limited to: cancellation fees, room set-up fees, and police and security service minimums. See Reservations and Event Management for a list of fees. This includes cancellation the day of the event due to lack of advisors, hosts or other requirements to host a party.

12.2 The event may also be canceled for safety reasons due to inclement weather, campus/national threat or any other extenuating circumstances beyond the control of the host organization. In this instance the Lead Host, Advisors and University Police, and REM will discuss the matter and the host organization will not be held to cancellation charges and the full deposit will be returned to the host organization.

### **13. Policy Review and Violations**

13.1 Student Organizations violating these procedures will face sanctions including but not limited to written warnings, loss of privileges, cancellation of future dates and referral to the Office of Student Conduct. Sanctions will become progressively more severe for repeat minor offenses. Major violations will result in more severe consequences even on the first offense.

13.2 Students are responsible for the behavior of their guests. If a policy violation or damages should occur, the sponsoring organization will be held responsible, but every effort should be made to identify the individuals involved and hold them accountable for their actions.

*Requests for review of these regulations and procedures should be directed to the Director of Campus Activities at 515-2451, the Reservations and Events Management Manager at 513-3451, or the president of the Student Center Board of Directors.*

**Late Night Party Regulation Addendum  
DJ Agreement**

The DJ plays an important part in the success during a late night party – setting the tone for the event. With that in mind, the Late Night Party Task Force has asked each chapter to work with their selected DJ on the following agreements to facilitate a safe, fun event for the hosts and guests.

Host Organization: \_\_\_\_\_  
(hereafter referred to as host )

Agreements:

- 1) The host organization asks that the DJ exclude the following songs from their play list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2) The host asks that the DJ balance the music selections to control level of crowd excitement. Balance will be up to the host's discretion. If asked by the host to change music, the DJ will be expected to cooperate.
- 3) The host asks that the DJ be set up in time to attend the pre-party meeting at 9:45 p.m. This will allow the DJ the opportunity to meet all the hosts, security and officers working the event and be a more effective part of the team.
- 4) The DJ understands the host is under time constraint to empty the building after the party shuts down (<30 minutes), and will cooperate with the host (quickly packing up and moving materials) so as not to incur late charges.
- 5) Absolutely no fog, smoke or bubble machines will be permitted as part of the entertainment.
- 6) Payment will not be made to the DJ until the conclusion of the party, and in consideration of successful compliance with the above agreements.

Failure to work with the host in managing the crowd and following these agreements may result in loss of future opportunities to DJ in the Talley Student Center.

\_\_\_\_\_  
Name of Lead Host

\_\_\_\_\_  
Name of DJ

\_\_\_\_\_  
Signature of Host

\_\_\_\_\_  
Signature of DJ

\_\_\_\_\_  
Date of Late Night Party

\_\_\_\_\_  
Date of Signature