STUDENT ORGANIZATION LATE NIGHT PARTY/
AFTER HOURS EVENTS POLICIES AND PROCEDURES

To assist in ensuring students’ safety and enjoyment, late night parties and events sponsored by student organizations are for the entertainment of UGA students and their guests only. Events are not for the entertainment of the community or minors. These policies refer to events typically held in the Memorial Hall Ballroom but can apply to other facilities as well.

Late night events are those that end after midnight. In addition to the usual policies and procedures applicable to all reservations for indoor space, the following policies also apply.

The following groups may reserve facilities for late night parties-after hour events. Exceptions to this priority system must be requested in writing to the Assistant Director for Reservations.

- Student Affairs departmentally advised registered student organizations may request reservations one year prior to the intended event date.
- Registered student organizations may request reservations six months prior to the intended event date.

RESERVATION AUTHORIZATION FOR REGISTERED STUDENT ORGANIZATIONS
Registered student organizations wishing to reserve a room in the Tate Student Center or Memorial Hall must have a Registered Student Organization Reservation Authorization Form completed by the organization’s current chief officer on file with Campus Reservations. On this authorization form the chief officer of the organization may designate up to three (3) members who are authorized to make reservations on the organization’s behalf.

REQUESTING A SPACE
Late Night Party reservation requests are submitted by way of an on-line form at www.reservations.uga.edu. This request form must be submitted at least 12 business days prior to your event. Requests submitted after this time period may be declined. If your reservation is approved a confirmation will be e-mailed to you. Please remember your reservation is not final and your event location should not be publicized until you have received a confirmation from Campus Reservations.

CANCELLATION POLICY
If an organization decides to cancel an event, the organization is responsible for notifying the Campus Reservations at least five (5) business days prior to the event date. A minimum penalty fee of one-half of the sponsoring organization’s estimated costs of the event (e.g. labor, set-up costs, security, etc.) will be billed for cancellations made after the five business days limit. The penalty fee must cover all direct expenses incurred by the Tate Student Center due to the late cancellations and may exceed the minimum of one-half of the sponsoring organization’s estimated costs of the event.

If you decide to end the event early, you are responsible for all charges, including any incurred the night of your event. Any disturbances or violations may result in the revocation of party/event privileges and/or cancellation of future events.
PAYMENT
Payment for the event is due within 10 business days after the event. Any additional charges incurred during the event (including charges for damage) are due no later than 10 business days after official notification of damage or additional costs. Organizations with outstanding debts will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

AMPLIFIED SOUND
In compliance with section 3-5-24 of the Athens-Clarke County Code of Ordinances, any event occurring outdoors must not utilize amplified sound past 11:00 p.m.

ADVERTISEMENT
No off-campus advertisement of the event is allowed. Advertisement includes, but is not limited to, flyers, letters to organizations on other campuses, and radio announcements.

All advertising materials must prominently display the following information:

- name of the sponsoring organization
- date of the event
- beginning and ending time of the event
- location of the event
- maximum attendance allowed for the event
- the following policy statements - No alcoholic beverages allowed; ID required; No one under 18 admitted

ALCOHOL & CONTAINERS
No alcoholic beverages are allowed. Guests are not allowed to bring any containers, bottles, glasses, etc. into the event.

FACILITY INSPECTION/PARTY PLANNING
The sponsoring organization is responsible for any damages that may occur during its event, regardless of who is at fault. The Building Manager will conduct pre-party and post-party inspections of the facility with a member of the sponsoring organization 30 minutes prior to the scheduled beginning of the event and immediately after the facility has been cleared. If the organization fails to participate in the facility inspections, the group will still be responsible for any damages incurred during the event. The pre-party and post-party inspection form will be completed and placed on file with the Campus Reservations.

An exception will be any request for a change in policies, procedures, or arrangements included in the original reservations request (e.g. change in maximum attendance, locations, time, and/or personnel). Any exceptions must be applied for in writing at least 10 business days prior to the date of the event. Approval of any exception is made by the Event Management Coordinator.

Any group that requests and has approved exceptions is required to participate in a pre-party planning meeting with the Tate Student Center facilities staff no less than 3 business days prior to the event date.

ADMISSION TO THE EVENT
Admission to the event is by wristband and proper identification only. Wristbands will be issued to the sponsoring organization by the Building Manager after the identification of the sponsoring organization has been checked. The number of wristbands given will be determined by the number requested on the party reservation request. The Wristband Monitor will have a second set of wristbands of a different color. Anyone leaving the event and not planning to return can surrender his/her original wristband. More guests will be admitted based on the number of surrendered original wristbands. The secondary wristbands will be a different color to insure that the
maximum attendance is being observed at all times. The capacity for the room will be determined by the attendance requested on the reservation request. No organization will be able to get more wristbands the night of the event. Any change in the number of guests requires more personnel and security officers. Groups are encouraged to request the maximum number for attendance per event whenever possible or feasible.

No one under age 18 will be admitted. ID is required for admission. Proper identification is any college or university identification card or a valid driver’s license. If a college student is under 17, but has proper college identification, he or she can be admitted.

Maximum attendance at these events will be 500 persons in the Memorial Hall Ballroom. This attendance includes members of the sponsoring organization and visiting members. “No Loitering” signs will be posted outside the party area. Tate Student Center and/or the Greek Life Office and/or the University Police in consultation with the sponsoring organization may restrict individuals or groups who have been involved in previous disturbances or violations from attending any of these events.

EVENT PERSONNEL & JOB RESPONSIBILITIES

BUILDING MANAGER
The Building Manager on duty at the event will be the contact person and the final authority should any questions arise during the event. At no time should exceptions to any policies or procedures be requested at the event. Any exceptions must be requested in writing and approved ahead of time, as discussed in the “Facility Inspection/Party Planning” section of this document. The Building Manager will also ensure that all Tate Student Center policies and procedures are enforced during the party. The Building Manager will conduct the pre-party and post-party inspection meetings and will be responsible for the building lighting. All lights will be turned on 15 minutes before the party is to end.

The Building Manager will issue the primary wristbands to the sponsoring organization after the identification of the sponsoring organization’s members has been checked. The Building Manager will also issue the secondary wristbands and the “Wristband Monitor” name tag to the Wristband Monitor before the doors are open. The Building Manager will write a report about the event and file it with the Campus Reservations. The Building Manager will collect all the unused wristbands at the end of the event. If any personnel problems arise during the event, the Building Manager is to be notified immediately. Any problems should be noted in the Manager’s report and reported to the immediate supervisor. Building managers cannot give change from their fund.

ID CHECKER
The Identification Checker will be positioned outside the event’s main entrance. This person will be solely responsible for checking identification to permit entrance into the event.

WRISTBAND MONITOR
The Wristband Monitor will be identified with a “Wristband Monitor” identification badge, which will be included in the party packs. The Wristband Monitor will be positioned at the entrance of the party. He/she will be responsible for checking wristbands as people enter and exit the party. No one will be permitted to enter or re-enter the event, including members of the sponsoring organization, without a wristband. The Wristband Monitor will also be responsible for cutting and collecting surrendered original wristbands and for giving the appropriate number of the secondary wristbands to the sponsoring organization to sell.

Note: For parties with an attendance of 400 or less where only one private security officer is required, he/she will assume the job responsibilities of both the ID Checker and the Wristband Monitor at the entrance of the party facility.
POLICE OFFICERS
The Police Officers on duty will enforce state law and University policies. One officer will be posted at the entrance to the event at all times. One officer should remain near the back door and make periodic checks in the rest rooms and areas near the back door. Other officers should be mobile and check on any problems that occur in the building or activities area. If problems occur in the building, all officers should respond. There is a two officer minimum for each event. Police officers will not intervene unless an altercation occurs. They also have the authority to shut down the event.

SPONSORING ORGANIZATION
The sponsoring organization will provide personnel to collect any admission monies. At no time will any Tate Student Center or security personnel handle any money collection at these events unless their presence is pre-arranged by the sponsoring organization.

PARTY PERSONNEL REQUIREMENTS
The ID Checkers and Wristband Monitors will generally be hired through a private security company. The number of checkers/monitors will be determined as follows:

<table>
<thead>
<tr>
<th>Anticipated attendance</th>
<th># of Checkers/Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 400</td>
<td>1</td>
</tr>
<tr>
<td>01-500</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional Wristband Monitors may be required as determined by the Campus Reservations for larger attendance and facility needs.

The number of police officers required will be determined as follows:

<table>
<thead>
<tr>
<th>Anticipated attendance</th>
<th># of Police Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 250</td>
<td>2</td>
</tr>
<tr>
<td>1 - 375</td>
<td>3</td>
</tr>
<tr>
<td>6 - 500</td>
<td>4</td>
</tr>
</tbody>
</table>

One additional officer per 100 attendees will be added above 500. The Campus Reservations and the University Police may require additional officers based on special circumstances or any approved exceptions.

Please note that the numbers listed above are guidelines and may be changed based on the requirements of individual events.