**Student Events Policy**

All requests for student events with large attendances MUST be received at least one month prior to the proposed event date in order to be considered.

D.U. Faculty or Staff of the sponsoring department or Faculty/Staff advisor of sponsoring student organization MUST be present at least one half hour before the event begins and remain until all participants at the event have vacated the event following its conclusion. The Event Planning Approval Form verifying intent to the do this must be signed by the Faculty/Staff member/advisor and submitted to the Center for Student Involvement at least three weeks prior to the event date or the reservation will be cancelled.

If the Faculty/Staff member/advisor signs the Event Planning Approval Form and fails to be present at the event and does not provide a faculty/staff designee, refusal of room reservations, revoking of funds and/ or suspension of organization status will occur.

The above mentioned Faculty/Staff member/ advisor is responsible for ensuring that the following guidelines are implemented. If the group is found to knowingly falsify any information or guidelines stated below will have their status immediately revoked from the Center for Student Involvement and will be placed on immediate suspension.

The Protection of Minors (TAP NO. 50) policy MUST be adhered to. Please see TAP NO. 50- Protection of Minors (www.duq.edu/tap50). Appropriate forms regarding the Student Life Programs Involving Minors policy MUST be completed and submitted no later than 3 weeks prior to the event date.

The Guidelines for the Safe Sale or Serving of Food and Beverages MUST be adhered to. Please see TAP NO. 51- Guidelines for the safe sale or serving of food and beverages (www.duq.edu/tap51) Failure to adhere to this policy may result in organization suspension from having events.

If guests from outside the Duquesne campus community (students, faculty, staff, parents/families of students, alumni are considered to be part of the campus community) are anticipated, Public Safety officer(s) must be hired by the sponsoring department/student organization to monitor the event. If events are advertised or promoted in ANY way to outside guests (i.e. word of mouth, social media, etc.), the sponsoring department/organization must call Public Safety, x6004, to arrange for Public Safety coverage of event at least three weeks prior to the event.

If guests from outside the Duquesne campus community are not anticipated, it is the responsibility of the sponsoring organization to check for proper D.U. identification.

The D.U. Faculty or Staff member of the sponsoring department or Faculty/Staff advisor of the sponsoring student organization MUST identify himself/herself to the Public Safety Officers upon arrival and specify any special instructions for the officers.

Metal Detectors may be required depending upon anticipated attendance. Public Safety will determine what events require metal detectors and, if metal detectors are required, will provide an officer(s) to attend the metal detector while it is in use. The sponsoring department/student organization will pay the required cost of the necessary Public Safety Officers.

All other policies are subject to change at the discretion of the Center for Student Involvement.

Failure to comply with state, local and federal laws, University Code and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/ or suspension of organization status.