

# EVENTS 101

## POLICIES & PROCEDURES

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# EVENT REGISTRATION PROCESS

- ❖ ALL STUDENT ORGANIZATION ACTIVITIES, EVENTS, OR PROGRAMS on-or-off campus must be registered with laker life using the event registration form.
- ❖ PRESENCE/INVOLVE: [clayton.presence.io](http://clayton.presence.io)
- ❖ ASTRA:  
[aaiscloud.com/ClaytonStateU/Default.aspx](http://aaiscloud.com/ClaytonStateU/Default.aspx)
- ❖ Event Registrations must be submitted a minimum of 10 business days before the requested date. Parties or large on-campus events must be submitted 5 weeks prior to the requested date.

# EVENT REGISTRATION PROCESS

- ❖ Event Registrations for meetings in classroom spaces can be submitted within two (2) business days of the meeting date but must follow the regular approval process.
- ❖ All events, programs, and meetings involving a set-up (does not include table/tables on UC Main Street or meetings in classrooms) require a scheduled walk-through with the appropriate Laker Life staff member.
- ❖ For additional information, contact at:  
Laker Life at [LakerLife@clayton.edu](mailto:LakerLife@clayton.edu)  
or 678-466-5433.

# EVENT REGISTRATION PROCESS

- ❖ Scheduled events must start no later than 15 minutes from the scheduled start time. Events that extend 30 minutes past the scheduled end time may be fined.
- ❖ In instances where the reserved space is not sufficiently cleaned or the space is deeply soiled/stained, student organizations will be assessed a cleaning fee.
- ❖ Student Organizations are financially liable for broken equipment (beyond normal wear & tear) and facility damage.

# EVENT REGISTRATION PROCESS

- ❖ Student Organization Advisors are required to attend all events, and programs held on the weekend (Friday night through Sunday night) – excludes meetings.
- ❖ Student Organization Advisors are required to stay at a weekend event in its entirety, until clean up has completed.

# LARGE SCALE EVENTS

- ❖ Must be submitted 5 weeks prior to event scheduled date
- ❖ Can only be scheduled on Thursday, Friday, or Saturday nights
- ❖ Must conclude in its entirety by 2:00am, ending by 1:00am with time for clean-up
- ❖ Be aware of venue capacity for your large-scale events. Unenclosed outdoor spaces have a larger capacity than enclosed or indoor spaces
- ❖ Your advisor must be present for event to begin and must remain throughout.

# LARGE SCALE EVENTS

- ❖ A custodial, security, and facility fee will be required
- ❖ A minimum of one officer is required. The ratio of officers to patrons shall not exceed 1:150 at a minimum of 4 hours.
- ❖ Laker Life will supply wristbands for admittance. Number of wristbands not subject to change and must be agreed to 5 business days prior to the day of the party.
- ❖ No replacement wristbands will be allowed

# AMERICANS WITH DISABILITIES ACT (ADA)

- ❖ All events, meetings and programs must be accessible to individuals with disabilities. Design your set-up in the most universal way possible.
- ❖ Design your organization web site in order for individuals with disabilities to be able to view it. Some tools to check the accessibility of your website are:
  - ❖ <https://accessibleweb.com/>
  - ❖ <http://www.w3.org/WAI/intro/accessibility.php>
- ❖ For questions, contact the Disability Services for assistance at (678) 466 – 5445

## WE ARE HERE TO HELP!

For questions or concerns regarding Astra requests & event walkthroughs and/or set-ups contact:

- ❖ Tony Berry,  
Technology & Communications Manager
- ❖ 678-466-5433
- ❖ [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu)

## WE ARE HERE TO HELP!

For questions or concerns regarding Loch-N & general Student Organization information:

- ❖ LaShanda Hardin,  
Programming Coordinator/  
Student Engagement
- ❖ 678-466-5433
- ❖ [LaShandaHardin@clayton.edu](mailto:LaShandaHardin@clayton.edu)

## WE ARE HERE TO HELP!

For questions or concerns regarding financial inquiries and the facility & operations:

- ❖ Brandon Marshall,  
Facility Manager,  
Student Activities Center (SAC)
- ❖ 678-466-5433
- ❖ [BrandonMarshall@clayton.edu](mailto:BrandonMarshall@clayton.edu)

## THE HOME OF STUDENT ENGAGEMENT

Location: Student Activities Center, Suite 223

### Office Hours:

Monday - Thursday 8:00am – 6:00pm

Friday 8:00am – 12:00pm

Telephone: 678-466-LIFE