

**CLAYTON STATE UNIVERSITY**  
**LATE NIGHT EVENTS / PARTY POLICY**

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1. The Director of Campus Engagement and the Department of Laker Life reserves the discretion to approve or deny on-campus parties held in the Student Activities Center or other facilities on university grounds.
2. Requests for on-campus parties must be received at least five (5) weeks prior to the proposed party date.
3. Prior to party approval, student organizations must identify three (3) full-time campus faculty/staff personnel to serve as chaperones for the party from beginning to end, including set-up and break-down/clean-up of the event.
4. Student organizations must have available in their agency account or SFAB funds (depending on which account is appropriate for the event) enough funds to cover costs:
  - a. Facility Rental - \$50/hour/space after-hour fee for use of the facility
  - b. Security - Public Safety officer \$35/hour/officer
    - i. number of officers is dependent on expected attendance of event (1:150)
    - ii. officers are scheduled/paid for a minimum of 4 hours.
  - c. Cleaning - possible custodial cleaning fee of \$35/hour may apply.

All fees are due to the Department of Laker Life 10 business days prior to the scheduled date of the event. Failure to remit payment will result in event cancellation.

5. On-campus parties shall be for the enjoyment of current students only. Alumni and non-campus affiliates are not permitted to attend these events. Laker ID card swipe technology must be used to register Clayton State students attending the event. \*\*
6. The sponsoring student organization is responsible for:
  - a. Damage caused to the facility and/or equipment beyond normal wear and tear.
  - b. The actions of their guests (including behavior and the destruction of property).
  - c. In instances where damage occurs, the student organization reserves the right to appeal any charges to the Director of Campus Engagement.
7. Laker Life reserves the right to deny student entry to a late-night event. Laker Life also reserves the right to end a late-night event early for administrative discretion (such as safety issues, altercation, lack of projected attendance, etc.). Re-entry into a late-night event location is prohibited.

**All late-night event attendees must abide by the following guidelines:**

- a. Be willing to submit to a search.
- b. Be in possession of picture identification
- c. May not be under the influence of alcohol or any illegal drugs,
- d. Wearing a campus late night event wristband. \*\*
  - i. The number of wristbands is determined prior to the scheduled date.
  - ii. The number of wristbands is not subject to change.
  - iii. The wristbands are provided by Laker Life.

