Student Union Late Night Student Organization Event Policy
For events ending after 11:00pm

For more information and to discuss planning a Late Night Event, contact Kristen Salemi, Director of the Student Union, at ksalemi@ric.edu or 456-8538.

The Late Night Event Policy purpose is to manage the usage of the Student Union and to insure the building, its contents and users are kept safe and secure while allowing student organizations to sponsor events of a collegial nature. The use of the Ballroom is reserved for dances and parties for Rhode Island College students primarily with other local college organizations attending as invited guests. Dances and parties open to the general public are discouraged.

**Hours**
- Generally, events in the Student Union must end by 11 p.m.
  - The building must be emptied of all bands, DJ’s, etc. by 12 midnight
- Late Night Events on Thursdays will end by 12 midnight
  - No one will be admitted or readmitted to an event after 11:30pm
  - The building must be emptied of all bands, DJ’s etc by 1 a.m.
- Late Night Events on Friday and Saturdays will end by 1 a.m.
  - No one will be admitted or readmitted to an event after 12 midnight
  - The building must be emptied of all bands, DJ’s, etc by 2 a.m.

**Pre-Event Conference**
- A pre-event conference must be set with the Student Union Director, student organization president and/or event coordinator and advisor of all sponsoring organizations no less than 4 weeks prior to anticipated event date. The meeting will review the terms of the Late Night Events Policy and event management guidelines.
- This step must be completed before the space is reserved, the space requisition is signed/submitted and advertising released.

**EMS Space Request**
Confirmation of EMS reservation must be received no less than TEN WORKING DAYS IN ADVANCE OF THE EVENT.

**Admission**
- Current RIC Students w/valid RIC student ID
- Local college students will be allowed access and must sign in and provide valid, current student ID and proof of age 18+
- Sponsoring organizations will reserve the right to deny admission to the event for just cause
  (The sign-in sheet should be submitted to the Student Union Office on the first business day following the event, accompanied by a Late Night Event report of the approximate number of attendees, comments on security, problems encountered, etc.)
Advertisement
Advertising should not begin until the event has confirmed in EMS. Advertising released prior to approval may warrant event cancellation. Advertising, including that of entertainer/DJ, such as flyers, banners, post cards, websites, radio must include the following:
  • Name of all sponsoring organizations
  • Date and location of event
  • Who will be admitted
  • Start time, last admission time, end time
  • Where tickets can be purchased and price

Alcohol/Drugs
No alcohol, illegal drugs or smoking are allowed in the building
Under no circumstances should persons who appear intoxicated or under the influence of drugs be admitted to the event. This must be strictly enforced by the sponsors and the security detail

Staffing
The student organization president and/or event coordinator and advisor should be present throughout the event. The Director of the Student Union has the authority to cancel the event and make decisions on related issues with just cause.