

Cheyney University Policy Number FA2013-1010
Policy Title: Student Event Policy

Approved by: Student Affairs Divisional Council
President's Cabinet

History: Issued – 11-18-10
Revised – 10-1-13

Related Policies:

Additional References:

- A. **Purpose:** The purpose for activities and events on the Cheyney Campus is to provide a social outlet for Cheyney University students. Cheyney University's primary concern is for the safety and security of students, therefore these requirements have been established to ensure that these concerns are met.

- B. **Scope:** Students, Faculty, Student Group Advisors, Administration, Parents/Guardians

- C. **Definition (s):** Events: Defined as "dance, party, concerts, or events" will be defined as "any event held on campus which may necessitate the use of Cheyney Police coverage to ensure a safe and secure environment for all CU students and their guests if applicable". Also defined, as other than "standard" and possibly requiring a special setup, food, police, electrical needs, special hours, etc.

- D. **Policy and Procedures(s):** The policy itself, including relevant implementing procedures and guidelines.

The Role of Cheyney Police

Permits

- a. The Cheyney Police Department shall review all permit applications for student events.
- b. Permits must be filled out in their entirety and submitted to Cheyney Police at least **21 days prior to the event.**
- c. Blank permits or partially filled out permits will not be considered for review or approval.

- d. Collective Bargaining units for the police department require a minimum of 14 days notice for deployment of personnel. An additional seven (7) are required for the purpose of validation/verification and review of permit and attachment prior to notifying the collective bargaining members.
- e. 15 to 21 days prior to the event, representatives from the event sponsors must meet with Cheyney police to discuss the details of the event and acknowledge what is expected of the particular group that is sponsoring the event.
- f. Attached to the permit shall be the estimate/agreement for outside security; a draft copy of the advertisement for the event; a description of the means of advertisement for the event how notice/invitations will be given.

Security Plan

Cheyney Police will develop a security plan for all events that will include:

- a. Gates
- b. Parking
- c. Evacuation
- d. Cheyney Police Staffing
- e. Outside security listing
- f. Notifications in the event of an emergency
- g. Locations and Positions map
- h. Staffing and location and positions plan will not be made public prior to the event for security reasons

The number of security personnel assigned to programs is determined by the Chief of Police and based on but NOT limited to the following criteria:

- Size of the expected crowd
- Location of and means of advertising
- Involvement of non CU students
- Nature of the entertainment, i.e. DJ, band, live performer, etc
- On site money collection
- **Past history with the sponsoring student organization**

On site recording of attendees

Camcorders/digital video recording and other methods may be used at events to record persons entering the event as well as to record any altercations that occur. Tapes will be used as evidence in both campus judicial as well as criminal proceedings.

Cheyney Police Personnel Expense Requirement

Should there be a serious altercation during the event or if there is significant damage to the facility or university property during the event, the group sponsoring the event will be prohibited from having another event for that semester. Cost of damages will be incurred by the sponsoring group. Cheyney Police will determine what is a "serious altercation," or what constitutes "significant damage".

Event Policy

In accordance with the Student Code of Conduct, the policies and rules outlined herein are not exclusive; students are advised that they are subject to additional policies and rules by Cheyney University of Pennsylvania.

REQUIREMENTS

All student events will require:

Prior to 4:00 p.m. three (3) days before an event, the student organizer(s) MUST meet with a Cheyney Police Department designee to go over last minute details regarding the “dance, party, concert, or event”.

- ✓ Proper lighting MUST be maintained in all facilities during “dance, party, concert or event”. Cheyney Police will coordinate safety needs with the group’s requests in setting a desired level of lighting. Safety MUST always be the first concern.

- All advertising must be approved by Student Activities and Cheyney Police prior to posting. Advertising is PERMITTED on the area radio stations, social networks such as Facebook, Twitter, My Space or any other methods or means outside of Cheyney University ONLY if approved by the Vice President for Student Affairs at least two months in advance of the event. Flyers must state the following:
 - Maximum guests permitted, Ada George 300 and Marcus Foster
 - _____.
 - CU ID required.
 - On a case-by-case basis, Cheyney University IDs may be issued for non-Cheyney students.
 - Proper dress attire required.
 - All IDs will be scanned.
 - Metal detectors in use.
 - No one under 17 admitted.

- No bags, backpacks or large pocketbooks will be allowed into the event. Small purses are the exception and are subject to search
- No food or beverages allowed into the event.
- Absolutely no alcohol or any illegal substances.
- No hats – no hoodies – no sneakers - NO EXCEPTIONS.
- Cheyney Police and contracted security reserve the right to search patrons upon entering the venue. This policy is in accordance with the American Civil Liberties Union. Violators of the university code of conduct or state and federal laws will be subject to prosecution and/or expulsion.

1. Chaperones – MUST be present at all student events

- a. (3) Three Chaperones from Faculty or Administration
- b. (4) Chaperones from the sponsoring organization
- c. The above required number of chaperones is the **minimum** number required. This number is subject to change as the amount of attendees may need additional chaperones. This will be determined by the Chief of Police only.
- d. **Chaperones** must arrive at the event one hour prior to the time of the activity to participate in an activity briefing and must remain until all participants have vacated the premises.
- e. Chaperones must be visible both inside the event and outside of the event.
- f. Chaperones should monitor the behavior of the attendees at the activity. Any major problems or concerns (fights, arguments, public drunkenness, lewd behavior, etc.) should be reported to the event security and Cheyney University police.
- g. If necessary, Cheyney Police will determine if an event should be shut down and will do so.

2. Outside Security

- a. The estimated population of the group event will be discussed with Chief of Police and the number of outside security personnel will be determined by the estimated figure of attendants. The amount of required outside security and police officers will be determined by the Chief of Police only.
- b. **Outside security officers** must arrive at the event two hours prior to the time of the activity to participate in an activity briefing and must remain one hour after the end of an event.

RESTRICTIONS

- a. **Individuals under the influence of alcohol or any illegal substance will not gain entry.**

- b. Individuals involved in a loud dispute will be removed from the event**
- c. Fighting is prohibited. The first sign of a disturbance or incident, the event will be shut down.**
- d. Absolutely no re-entry.**
- e. Events will be held on Friday and Saturday night only. All events will end at 1:00 AM, with lights and music off, and everyone out by 1:30 AM.**

VIOLATIONS

- Violations of this policy can result in the review of the sponsoring group and/or reservation signatory will be subject to sanctions.
- Metal detectors and ID scanning will be used at all events when deemed appropriate by Cheyney Police.
- It is the reserving individual /organization’s responsibility to:
 - Know and abide by CU Events Policies .
 - Sign the Building Permit Request Form and affirm that they have read and agree to the policies.
 - complete and return the Event Checklist to the Event Staff Supervisor before vacating the facility.
 - Return all furniture and equipment used to its proper location.
 - Assist Cheyney Police, the CU administrator on duty, and the student Event Staff with the event when called upon, in particular to usher guests out at the conclusion of the event.
 - Prior to the conclusion of the event the Cheyney Police supervisor will meet with the event sponsors and/or CU staff to review the plans for concluding the event at the end of the night, including announcements, exit procedures and securing the building.
- Individuals attending the “dance, party, concert or event”, are found to have consumed or possess alcohol, used or possess drugs and/or observed to be “under the influence” will be denied entrance and/or removed from the event and will receive citations and/or judicial sanctions.

***NOTE:** Failure to comply with CU policies and/or event procedures will result in punitive action depending on the nature of the violation. Loss of scheduled events, the ability to reserve space, individual and/or organizational judicial charges up to, and including suspension are possible.*

MAJOR VIOLATIONS

The following list of violations that may occur at student events are listed below. Severe penalties will be implemented and suspension or revocation of the permits for the event(s) will be subject to a Review Board.

A. GENERAL VIOLATIONS

1. **Non-Compliance** - Gross disobedience manifested by any of the following, including:

- a. Failure to comply with established rules and regulations
- b. Willful disregard of an official and proper order from a university official acting within the scope of his/her employment responsibilities.
- c. Failure to provide a valid Cheyney University of Pennsylvania student identification card or other acceptable form of photo identification upon request to a duly designated university official.
- d. Providing false statements to any university official or before the University Disciplinary Committee, including knowingly misrepresenting in person or in writing the nature of events.

2. Disorderly Conduct - Any conduct, as defined by Cheyney University of Pennsylvania, which deviates from acceptable standards of appropriate behavior, that is unbecoming a student, or which impedes, hinders, or prevents the orderly functioning of any of the university's academic or administrative operations, including, but not limited to:

- a. Fighting or engaging in a brawl or riot, including instigation;
- b. Lewd or indecent conduct, including the use of obscenities and profanity for the purpose of offending another

3. Violations of Local, State or Federal Law

a. **Acts of Intolerance** - Hate crimes that show evidence of prejudice based on race, ethnicity, sexual orientation (known or perceived), or affectional preference. Acts of intolerance, for the purpose of this policy, include, however, are not limited to physical, verbal, or written harassment or intimidation. Those found to be in violation of this policy will be dealt with severely and subject to harsh penalties

4. Civil or Criminal Statutes

- a. Any exclusive or independent violation of university policies and rules that are also a violation of the laws of the Commonwealth of Pennsylvania or of the United States of America that would have an adverse impact on the university.
- b. In addition, students who are cited and/or arrested for violations of local ordinances or of State and/or Federal laws will be considered to have infringed this policy.
- c. The sanctions to be imposed upon a student for a violation of this policy may depend upon charges brought against the student by outside agencies.

5. Harassment, Intimidation, or Threats

Conduct by an individual or group, which creates or has the intended outcome of creating a hostile, intimidating, or offensive environment for another.

The following are considered to be violations:

- a. course of conduct or repeatedly committed acts, which serve no legitimate purpose;
- b. Mocking, taunting, or the use of derogatory slurs and epithets towards another;
- c. Direct or indirect threats to commit any act of violence with the intent to terrorize another.

- d. In addition, threats to individual or university safety and security are also, for the purpose of this policy, considered to be a violation.
- e. Such behavior interferes with the ability of another to receive the tangible benefits of education and may impede one's performance.

Those found to be in violation of this policy will be dealt with severely and subject to harsh penalties.

6. Infliction of Harm –

- a. **Fighting:** the use of physical force of any kind on another person including the use of physical force of any kind on another person including beating or touching without the person's consent. **CHEYNEY UNIVERSITY HAS ZERO TOLERANCE FOR ANY INFLICTION OF HARM.**
- b. **Simple Assault:** causing bodily injury to another, intentionally or recklessly;
- c. **Aggravated Assault:** causing serious bodily injury to another, intentionally or recklessly;
- d. **Indecent Assault:** any unauthorized touching of the intimate parts of another person's body;

7. Illegal Drugs (including Obnoxious Odors)

- a. Commonwealth of Pennsylvania law, as does, Federal law, prohibits possession, consumption, and distribution of illegal drugs. This includes, but is not limited to depressants, hallucinogens, and narcotics.
- c. **Cheyney University of Pennsylvania has zero tolerance for illegal drugs on campus, in the residence halls and at student events.**
- d. Students found to have consumed illegal drugs, as well as those students who are found to be in possession of, consumption of or distributing (including those with the intent to sell) illegal drugs, will be subject to disciplinary action, arrest, and criminal prosecution.
- e. Possession of drug contraband and paraphernalia is also a violation and will be subject to disciplinary action.
- f. Additionally, the use of substances that give off obnoxious odors similar to illegal drugs (*e.g.*, marijuana), which cause university officials to respond because of suspected use, and which causes material and substantial disruption or interference during the event will also be considered a violation of this policy whether or not actual illegal drugs are recovered.

8. Weapons

- a. Weapons are prohibited on campus, in the residence halls and at student events. the term weapon is used to describe any item, which includes, however, is not limited to the following:
 - Chemicals;
 - Cutting instruments or Cutting tools;
 - Firearms (BB guns, paintball guns, etc.);
 - Handguns;
 - Knives;

- Rifles; and
- Shotguns.

In addition, ammunition and explosives, including fireworks, will also be considered as violations.

SANCTIONS

- a. Violations of the Student Code of Conduct will result in sanctions being imposed.
- b. Sanctions are intended to provide educational experiences that will develop behaviors and conduct demonstrative of responsible citizenship. For that reason, sanctions are levied relative to the nature and scope of the violation.
- c. Repeat offenders will be subject to greater penalties than a first-time offender.
- d. To ensure that an educational environment characterized by collaboration, collegiality, and cooperation is maintained, Cheyney University of Pennsylvania has the right to levy sanctions against any student or student organization, including Greek letter and social organizations, found responsible for violating the standards of behavior and conduct established by the university.
- e. Students who aid, abet, encourage, request, initiate, assist, or have knowledge of any other student, non-student, or student organization in acts which violate this document or participates in a violation of this document will be subject to disciplinary action as if the student or student organization has actually committed the violation. Elected student officials, more specifically, class and Student Government Cooperative Association (SGCA) officers who are found responsible for a violation of the Student Code of Conduct by the University Disciplinary Committee may be subject to removal from the elected office.

Serious violations that threaten the health, safety, and welfare of individuals will result in immediate suspension or expulsion from Cheyney University.

Cheyney University guards against violence, the threat of violence, and the possession of a deadly weapon or illegal drugs by any person residing, working, or visiting on the campus. Violations of this policy can result in severe and immediate penalties, including but not limited to suspension from campus, residence halls, or university-sponsored activities pending the outcome of the hearing.

In the event of an incident, all future events will be prohibited for the sponsoring group. The sponsoring group must attend a meeting with the Review Board that will consist of:

- 1 – SGCA member
- 1 - Student Affairs representative
- 2 - Representatives from Cheyney Police

