UW-Oshkosh and Reeve Union support Recognized Student Organizations in their sponsorship of late night and special events that further the education mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community.

It is the responsibility of the University to take reasonable precautions to protect the health and safety of the members of the campus community and their guests while on the UW-Oshkosh campus. Pursuant to this responsibility, proposed events will be reviewed to determine appropriateness.

**Definitions**

**Event Sponsor:** The Recognized Student Organization accepting responsibility for management of the event.

**Event Advisor:** The advisor for the event, who must be a University employee.

**Building Manager:** Reeve Union employee whose duties include oversight of the special event in Union facilities as well as customer service.

**Policies**

**Capacity for Events:** The Underground, as the primary late night event space, can hold a capacity between approximately 200-400 people based on the room layout. Several other spaces are also available with capacities varying, dependant on needs. The Underground, as well as other spaces, can be set up in a number of different ways based on the type of event being held. Setup of the event in Reeve Union event spaces must be approved by the Reservation Coordinator or Assistant Director of Operations.

**Eligibility to Sponsor an Event:** In order to host an event, the sponsor must be a recognized student organization in good standing and have met all of the criteria established in the Late Night/Special Events Policy and Procedures document.
**Sponsor’s Responsibilities:** Sponsors will be responsible for the planning and implementation of the program in a manner consistent with the Late Night/Special Events Policies and Procedures document. The sponsor understands and accepts that all participants at the event are expected to abide by all facility and university policies, as well as local, state and federal laws. The sponsor will be held accountable for all violations by event attendees. The event sponsor and advisor will meet with the Reeve Union Reservations Staff (and potentially University Police) at least three weeks prior to scheduled event to review plans, including security requirements.

**Event Advisor:** Each sponsoring organization must provide at least one UW Oshkosh staff person who will be expected to be at the entire event from beginning to end. The advisor must be present to help with security and any issues that may arise during the event. The advisor is expected to be proactive, frequently walking through the event, talking with participants and watching for safety issues. Larger events may necessitate the presence of additional staff. Your advisor should be identifiable, e.g. wear a nametag. Student sponsors should be identified, e.g. – wear a nametag.

**Alcohol:** The serving of alcohol by the University Dining Service or trained Reeve staff is an option for all sponsored events as long as it is in accordance with the University Alcohol Policy and no restrictions have been placed on the organization. Permission to have alcohol at an event will need to be approved from the Vice Chancellor of Student Affairs. Reeve staff will outline special controls required for the spaces/events approved for serving of alcohol, and will require alternative beverages always be available. Staff will check i.d.cards of customers, and will monitor and require that participants only engage in responsible drinking when alcohol is approved to be served at their event.

**Carry-Ins/Items Not Allowed:** Carry-ins of alcohol are not permitted in Reeve Union. Other items not allowed in Reeve include; tobacco products, illegal substances, weapons (guns, knives, pepper spray, etc) or any other item deemed illegal or unsafe by Reeve Memorial Union personnel.

**Incident Procedures and Reports:** An incident report will be filled out for any accident involving injury or possible injury, damage to Reeve Union property, or if there is any suspicion of illegal or prohibited activities. All incident reports will be filled out by the building manager on duty.

**Procedures**

**Event reservation:** The sponsor will request the desired date and venue through the reservations desk in Reeve Union. See [http://www.reeve.uwosh.edu/reservations/](http://www.reeve.uwosh.edu/reservations/)

**Prior to Event:** It is the responsibility of the sponsor to set up a meeting with the Reservation Coordinator of Reeve Union at least 3 weeks prior to the event. Additional campus safety, risk management, and other personnel may also be required as part of the review, depending on potential risk, proposed late night hours, number of guests expected outside the University community, and other determining factors. At this meeting, an Event Contract is completed that details the terms of the event and responsibilities of the sponsor. If the meeting is not held at
least 3 weeks prior to the event or the contract is not returned 2 weeks prior to the event, Union staff may cancel or modify the event.

**Post Event Meeting:** An event review meeting can be initiated by either the Reservation Coordinator or event sponsor.

**Night of Event:** The student sponsors of the event should check in with the building manager prior to the arrival of the entertainment. Three to five people, depending on size of show/event, should be available to greet people and answer questions about event to avoid problems. Sponsors of the event must be aware that they need to be visible and identifiable during the event, answering questions and helping with event and may not be able to participate in the entire event. The building manager on duty should be contacted immediately if any problems or issues are encountered during the event.

**Live Events:** “Live events” are defined as: bands/DJ’s/dances, comedians, drag shows, and other entertainers. Depending on the size of the show and number of groups entertaining, a minimum of three people from the sponsoring group should be available to assist with load in and tear down. University Police may require officers to be present to ensure safety of guests at live events.

**Decorations:** All decorations must be taken down immediately following the event unless other arrangements have been made in advance with the Reservation Coordinator or Assistant Director for Operations. Decorations that require flame or water cannot be used in Reeve Union. Hurricane candles are permitted when special arrangements have been made through the Reservations Office (open flame candles are prohibited). The use of tape, glue, thumbtacks, or adhesive on the walls, ceilings, doorframes, or staging is not permitted. The use of glitter, confetti and fog machine is not permitted. Building staff can assist your organization with alternative ways to hang materials that will not damage walls or finishes.

**Clean up:** General clean up is expected from the sponsoring organization after the event. Groups will be billed for extra clean up that exceeds normal event clean up.

**Consequences**

The sponsor accepts that all participants at the event are expected to abide by all facility and university policies, as well as all local, state and federal laws. The sponsor will be held responsible for all violations by event attendees. Failure to comply with any condition may result in cancellation or termination of the event and/or suspension of future events as well as further disciplinary action.
The Late Night/Special Event Policy and Procedures for Recognized Student Organizations has been reviewed with me and I have read and received a copy of the same. I acknowledge my responsibility to assure a safe environment in consideration for all who attend.

I, ____________________________ (print name), understand and agree to abide by the policy and procedures which are set forth for this event.

_________________________________________(Signature)  ____________________________Date

_________________________________________(Student Organization)

Advisor who will be present for entire event (print name): ____________________________

Name of Event ____________________________ Date of Event ____________________________

Acknowledged by ____________________________ (Reservation Coordinator)

__________________________________________Date

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