



Humboldt State University Clubs & Activities Event Policy

I. Introduction

The Clubs & Activities Event Policy pertains to events held by Humboldt State University recognized student clubs & organizations. These groups will be collectively referred to “student organizations” in this policy.

There are three types of events student organizations may sponsor:

Club Meetings – Club members and guests

Standard Events – Workshops, Film Screening, etc.

Large Scale Events – Any event being held in the KBR, Goodwin Forum, Green and Gold, Gym, or JVD.

Dances, Concerts, and Conferences

(The Clubs Coordinator has the responsibility to determine the type of event)

II. Room Reservations - Date Availability

Room reservations for events are on a first come, first served basis. Rooms may be reserved through the Information Counter in the University Center (x4414), Theater Facilities through the Theater Department (x3566), Athletic Facilities through the Kinesiology & Recreation Department (x4536), or Residence Hall Facilities through the Housing Office (x3451).

III. Event Application Procedure

A. Club Meetings – no event application is necessary.

Standard Events – event application must be submitted with all appropriate **signatures at least 5 working days prior to event.**

Large Scale Events – event application must be submitted with all appropriate signatures **at least 14 days prior to event.**

(Exceptions may be made the first 2 weeks of each semester.)

B. Event Application Approval Process

1. Reserve Room

2. Complete Event Application

3. Get signatures in order

a. Student Representative

b. Organization Advisor

c. If you are an AS Program – Associated Students Manager

If you are affiliated with the MultiCultural Center – MultiCultural Center Director

d. Clubs and Activities Coordinator

e. Building Coordinator

f. University Police

- C. All events taking money at the door must have a cash box in which to keep the money. Cash Boxes are available through the Clubs Office. All money must be deposited into on-campus trust accounts.
- D. All equipment must be reserved at least 10 working days prior to the date of the event. Please see the Clubs Coordinator for more information.
- E. Events must have a professional staff member accessible and/or present.
- F. Dances and concerts require professional staff or faculty to be present for the entire event.
- G. For certain events, it may be required that professional security is necessary. In these cases, the club may be responsible for financing.

IV. Attendance

- A. The sponsoring organization is responsible for the behavior of its members and guests. Attendance is limited to the following:
 - 1. HSU students, faculty and staff with proper university identification
 - 2. Non-students, 18 years of age or older, with proper identification
 - 3. Exceptions can be made (i.e. for family events) with permission from Clubs Coordinator.
- B. Attendance must not exceed the maximum capacity of the room in which the event is taking place.
- C. Events must end by 12 midnight unless given special permission by the Facility Manager.

V. Fundraising

HSU supports student events for the purpose of fundraising provided that the revenues support the organization's purpose and goals, the University's Mission and/or are community service activities.

- A. All money collected must be deposited into an on-campus account before distribution.
- B. If an event calls for a disco jockey (DJ) or band to be hired, a service agreement, available in the Associated Students Office, must be completed prior to the event. There shall be no cash transfers.

VI. Promotion

- A. Flyers posted on campus bulletin boards must each have a stamp from the University Center Information Desk.
- B. All printed promotion must say "18 and over or HSU ID required" unless given special permission by the Clubs Coordinator and Facility Manager.
- C. The Clubs & Activities Office provides:
 - 1. Bulk Mail Requests
 - 2. A calendar of activities on the website
 - 3. Chalking, Staking, Tabling & Food Sale Permits

VII. Other

- A. The possession and/or consumption of alcohol or illegal drugs is prohibited. Consumption and/or sale of alcohol may be granted under the auspices of the VP of Student Affairs.
- B. The sponsoring group's record of previous events will be a significant factor in considering approval for an event.
- C. The Clubs & Activities Coordinator retains final responsibility to approve a student-sponsored event and may require additional guidelines and/or liability forms. The concerns of the facility manager, sponsoring group and UPD will be taken into consideration when determining approval.
- D. Any group of students putting on an event must adhere to these policies unless given permission by the Clubs Coordinator.

Exceptions to this policy are at the discretion of the Clubs Coordinator. (Update 8-13-12)