

# EVENT MANAGEMENT

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- Graduate Student Affairs must be notified and approve of any events being hosted or co-sponsored by graduate student organizations. An event is a gathering of over five members of a student organization and/or other students/guests. The following are all deemed events: indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.
- All events being held on campus must reserve a space for the event through the Event Management System (EMS).
- Logistical set-ups provided in on-campus spaces (i.e., tables, chairs, staging, electric) may not be altered in any way without permission from the Office of Facilities.
- All registrations and space reservations must be made 14 days before the proposed event date.
- At least one organizational member must be present at all events.
- Public Safety retains the right to dispatch officers to an event which may require Quinnipiac University Public Safety or local law enforcement. Public Safety will determine the number of officers necessary.
- The sponsoring organization, with Public Safety, is responsible for controlling access and egress to the event. Public Safety may require a security layout. This layout should be completed with Public Safety and a copy provided to Graduate Student Affairs.
- Events that solicit people other than Quinnipiac students must obtain proper police and fire protection, as well as any required permits from the Hamden or North Haven chief of police. The organization sponsoring the event must pay for any required permits and police and fire personnel to be present in numbers proportionate to the anticipated audience's size. Organizations may consult with the Office of Graduate Student Affairs.
- Outdoor events need to abide by the following additional policies:
  - Events will end no later than 10 p.m., or at the discretion of the Office of Graduate Student Affairs, Department of Public Safety or Department of Facilities.
  - Professional staff including Public Safety, the Division of Student Affairs and Facilities reserve the right to request that sound levels be lowered should noise complaints be received. In addition, professional staff have the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community. (See Policy Statement on Noise (<http://catalog.qu.edu/handbooks/graduate/university-policies/policy-statement-noise/>.)
  - No event will be approved to take place during quiet hours or exam hours. (See Quiet Hour/Exam Policy (<http://catalog.qu.edu/handbooks/graduate/student-affairs/office-residential-life/>.)
  - Organizations are expected to be courteous to the spaces they are utilizing.
  - Clean up after event, including throwing out all trash; wiping down white/chalk boards, counters and tables; arranging furniture as it was set up at the start of the event; shutting off all AV equipment; etc.
  - Do not run over the time allotted for the space. Another event may be in the space immediately afterwards.
  - If an event has been rescheduled/canceled, cancel the EMS reservation and notify the Office of Graduate Student Affairs.