Late Night Event
Request Packet
## Late Night Event Registration

Complete form and return to the Kansas Union Administrative Office (Level 4, Room 476).

<table>
<thead>
<tr>
<th>Sponsoring Organization</th>
<th>Security Review &amp; Load-in Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Sat Date</td>
<td>Start Time</td>
</tr>
<tr>
<td></td>
<td>End Time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Coordinator</th>
<th>Phone</th>
<th>KU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisor

Names of student party staff (minimum 5 for attendance of 100+; min. 3 for less than 100)
1. 
2. 
3. 
4. 
5. 

Name of D.J._

Event Location (check one): Gridiron Room Kansas Union Ballroom Other

Estimated attendance Admission Charge: $________________

Room Set-up Needs: Number

tables needed
stage, no. of risers:
ticket table

Other setup/security information the Union should know:

I understand and agree to the conditions and responsibilities listed in the "Late Night Event Policies & Procedures" confirming my event in KU Memorial Unions facilities. By signing this agreement, I agree to be present throughout the event as the sponsoring organization's representative.

Date

Signature: Event Coordinator for Sponsoring Student Organization
Late Night Event Checklist
[Sponsoring Organization’s Responsibilities]

Name of organization__________________________________________

1. Date of event selected: ____________________________

2. Indicate Event Coordinator to be in charge of event:
   name: ____________________________________________ phone: ________________

3. Any outstanding bills? __ no __ yes
   date paid: __________________

4. Indicate adviser to be at event (for entire evening):
   name: ____________________________________________ phone: ________________

5. at least 30 days before event:
   do you want to provide free Coke? ___ no ___ yes
   if yes - Application materials are available by visiting the web site of the Office of the Vice Provost of Student Success. Applications will only be accepted via e-mail.
   get form: ________________
   filled out: ________________
   submit: ________________
   approved: ________________

6. Hire DJ. Fill out Union Late Night Event Registration form.
   date: ________________

7. Recruit and confirm student party staff. List names, phone number and KU ID# of each volunteer on Union Late Night Event Registration form.
   get names: ________________

8. at least 18 days before event: Reserve room with Kansas Union.
   get confirmation ________________

9. at least 18 days before: Get KU Public Safety approval
   get form: ________________

10. at least 18 days before: Submit University Events Committee (UEC) request. (Due in Student Involvement & Leadership Center by 12 noon on Tuesday, the day before the weekly UEC meeting).
   filled out: ________________
   submit: ________________

11. at least 17 days before: Go to UEC meeting: 3:30 pm, Wed.
   approved: ________________
   date: ________________
   date & time: ________________

12. at least 24 hours before: reconfirm all volunteer commitments. Remind DJ of setup time and date.
   date: ________________
   date & time: ________________

13. 1 hour before: Meet with KU Public Safety, Union staff and all volunteers for security review, setup tables; check wands. Do before event site inspection and sign form.

14. During event: Stay in contact with KU Safety Officer and Union Staff throughout event.

15. 1:40 AM: announce closing of event.

16. 2 AM: Meet with Union staff to do post-event site inspection and sign form.
    Be sure DJ is done loading out before leaving premise.
    date & time: ________________

17. When invoice arrives, review charges with Union reservations office if there are any discrepancies. Pay bill before due date.
Late Night Event Policies & Procedures
[Sponsoring Organization’s Responsibilities]

A Late Night Event is defined as a registered student organization sponsored event held in the Kansas or Burge Unions that goes beyond the normal closing times of the facility where the event is to be held. To use the KU Memorial Unions facilities for a Late Night Event, the sponsoring organization must agree to the policies and procedures listed below.

1. **Eligibility:** Any student organization in good standing with the KU Memorial Unions and registered with the University of Kansas Student Involvement & Leadership Center is eligible to sponsor late night events. Any group wishing to hold a Late Night Event must have at least one member of their organization attend the Late Night Event Coordinator Training held at beginning of each academic year to review event requirements and procedures. The individual(s) attending the training are eligible to be the Event Coordinator for their registered student organization for a late night event.

2. **Scheduling, Confirmation, Fee Payment:** The Burge Union Gridiron Room is the primary space used for Late Night Events due to reduced cost and increased security. The larger venue, the Kansas Union Ballroom, is also available but involves higher costs due to its size and the complexity of securing the event. The event must be scheduled and a completed contract with the Union signed a minimum of 18 days before the event. Scheduling, confirmation of space and fee payment are handled through the Event Services staff at the Kansas Union Administrative Office, room 476.

3. **University Events Committee (UEC) Approval:** The Organization must receive approval from UEC at least 17 days prior to the event. Before seeking UEC approval, the room must be reserved through the KU Memorial Unions Event Services Office. No event may be advertised until this approval is received.

4. **Cancellation Procedure:** Cancellation of the event must be made at least 48 hours in advance. If not, the sponsoring group will be responsible for all costs and may not be host a late night event for the remainder of the current semester and the following semester.

5. **Organizational Event Staffing:**
   a. **Event Coordinator:** The sponsoring organization will designate one person who has attended the Late Night Event Coordinator Training to be the Event Coordinator. All communication with the Union staff and KU Public Safety concerning requirements
for the event shall be made by this designated individual to avoid confusion. The Event Coordinator must be in attendance for the duration of the event.

b. **Volunteer Requirements:** For events scheduled in the Kansas Union Ballroom, the organization shall have at least 10 volunteers: 2 money collectors, 7 security staff and 1 Event Coordinator.

c. For events with an expected attendance of 100 to 300 and scheduled at the Burge Union, the organization shall have a student volunteer staff of at least 5 volunteers: 2 money collectors, 2 security staff and 1 Event Coordinator. Three volunteers are required for less than 100 (1 money collector, 1 security staff and 1 event coordinator).

d. Wrist bands (provided by the KU Memorial Unions) must be worn by the volunteer event staff.

6. **Admittance Procedure:** The following categories of persons with valid photo ID are eligible to attend the party:

a. A KU or other college student with a current student photo ID.

b. An alumnus with either a KU alumnus or sponsoring organization’s membership ID plus a photo ID.

c. A guest of one of the above. Each eligible person attending may sponsor a guest, if the guest has a valid photo ID. An eligible person must accompany his/her guest to the event and register both themselves and his or her guest at the check-in table. Registration will require the guest to list their driver’s license number, state and full name and the eligible person sponsoring the guest to list their full name and student or alumni ID number. Eligible persons without a guest are not required to register. Persons who do not present ID shall not be admitted.

7. **Admission Sales/Cash Handling:** The sponsoring organization is responsible for all admission sales. A table will be setup at the entrance (provided by the Union). The admission table is located so restrooms are inside the event area.

8. **Security:** KU Public Safety will determine the number of officers needed based on the nature of the event. KU Public Safety will be present in the event space and patrol the surrounding area including the parking lot. All guests and DJ staff must be searched before entering the party room. One walk-through metal detector and one hand held metal detector will be made available to the sponsoring organization by the KU Memorial Unions. A KU Public Safety Officer must be present when the metal detectors are in use.

a. No readmission to event. If a person leaves, he/she must pay again and be subject to another search.

b. Loitering is prohibited in the Union building and in the parking lot during and after event.

9. **Security Review.** The Sponsoring Organization’s event coordinator will meet with KU Public Safety, Union staff, and all student party staff one hour before the event start time. The sponsoring organization’s representative who signed the agreement, and any persons assigned a duty such as money collectors and security staff are required to attend; no
exceptions.
Failure to meet with the entire staff assigned to work the event one hour before the start
time will force a delay until every assigned person arrives. The sponsoring group may be
denied the privilege of hosting Late Night Events until the end of the forthcoming semester.

10. **Site Inspections:** Student event staff and Union staff will inspect the facilities immediately
prior and following the event for damages. The event coordinator and the Union staff
member shall sign the inspection form provided by the Union.

11. **Advisers:** The sponsoring organization's adviser must be in attendance during the entire
course of the event.

12. **Union staff:** a professional staff member and a student event supervisor will be on duty.
Labor cost of $20 per hour is charged starting one hour before event start time (for pre-event
inspection and security review) and ends at the event end time.

13. **Rules posted:** Late Night Event rules will be posted by Union staff at the entrance to the
event.

14. **Equipment Storage:** There is no storage space for equipment. Equipment may not block
doorways, stairwells or hallways as per fire code. Sponsoring group will assume all liability
for security of any equipment used in association with the event. The scheduling group is
responsible for removing their production/staging equipment from Union facilities
immediately following the event.

15. **Load in:** Equipment load in is normally limited to one hour before the scheduled start time.

16. **Facility Capacity:** Attendance at the event will not exceed the regulated capacity for the
space. Maximum capacity for the Burge Union Gridiron Room is 300; for the Kansas Union
Ballroom 950. This number may be reduced if additional tables, chairs and other equipment
are added to the dance floor space.

17. **Catered Food & Beverages:** All catered food and beverages consumed in the Union facilities
must be procured through the KU Memorial Unions Food Services (864-2444). Any Coca
Cola products to be given away must submit an application to the Coke Partnership
Council for approval at least one month before the late night event date by visiting the
Office of the Vice Provost of Student Success website at
http://www.vpss.ku.edu/coke.shtml.

18. **Extended Hours Charges:** If the organization wants to keep the Union open later than
regular building hours, there will be an additional charge of $50 per additional hour.
Dances must end no later than 1:40 am. At this time, the room lights will be turned on.
Premises must be cleaned and vacated by 2 am. If the room is not vacated by 2 am, a charge
of $1 per minute will be assessed.
19. **Damages to Facility**: If damage occurs as a direct result of activities in any of the accessible public areas used for the activity, the sponsoring Organization will be held liable. Cost of repair shall be assumed by the sponsoring Organization.

20. **Age Restrictions**: Must be 18 years or older.

21. **No smoking**: University rules prohibit smoking within university facilities.

22. **No alcohol**: University rules prohibit the consumption of alcohol on university property.
Late Night Event
Event Coordinator
Registration

In order to host a late night event, the sponsoring organization needs to designate one person who has attended the Late Night Event Coordinator Training program to be the Event Coordinator. Complete form and return to the Kansas Union Administrative Office (Level 4, Room 476).

Sponsoring organization ________________________________________________

Mailing address ________________________________________________________

Event Coordinator ______________________________________ KU ID#_________

Address ________________________________________________________________

Phone _________________________________________________________________

E-mail _________________________________________________________________

I understand and agree to the conditions and responsibilities listed in the 'Late Night Event Policies & Procedures. By signing this agreement, I agree to be present throughout any late night event as the sponsoring organization’s representative.

_____________________________ Signature: Event Coordinator

Date

G:\LateNightEvents\checklist.doc  KU Memorial Unions 7/30/08
# Late Night Event Site Inspection Form

KU Memorial Unions, 1301 Jayhawk Blvd, Lawrence, KS 66045  (785-864-4651)

Sponsoring Organization: _____________________________  
Date of event: ___________  Room: ___________  res #: ___________

<table>
<thead>
<tr>
<th></th>
<th>PRIOR TO EVENT</th>
<th>AFTER EVENT</th>
<th>Estimated charges*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows/doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's restroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's restroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations (appropriate?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance to Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor bldg areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-limits areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(other floors of bldg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixtures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total charges: $**

*any estimated charges should be assessed no later than 2 working days following event.

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By signing this inspection form, the sponsoring organization agrees to the noted conditions of the facilities stated above and agrees to pay any assessed costs for repairs and replacement.

Sponsoring organization's event coordinator  
KU Memorial Unions representative  

date/time: ___________________________  

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revised as of 7/30/2008
LATE NIGHT EVENT RULES

No readmission.
Once you pay, you stay – or repay for admission with another search.

No loitering.

ADMISSION REQUIREMENTS
• A KU or other college student with a current student photo ID.
• An alumnus with either a KU Alumni or sponsoring organization’s membership ID plus a photo ID.
• A guest of one of the above. Each eligible person attending may sponsor a guest, if the guest has a valid photo ID.
• An eligible person must accompany his/her guest to the event and register both themselves and his or her guest at the check-in table.
• Registration will require the guest to list their driver’s license number, state and full name and the eligible person sponsoring the guest to list their full name and student or alumni ID number.
• Eligible persons without a guest are not required to register.
• Persons who do not present ID shall not be admitted.

• METAL DETECTORS in use for all event attendees (NO EXCEPTIONS).
• Individuals and items are subject to search.

• KU Public Safety Officers are assigned to parties and adjacent parking lots.

• Must be 18 years or older.

THANK YOU FOR YOUR COOPERATION

KU
MEMORIAL
UNIONS
The University of Kansas

G:\LateNightEvents\policiesprocedures.doc  Page 10  Kansas & Burge Unions 7/30/08
KU Memorial Unions  
1301 Jayhawk Blvd  
University of Kansas  
Lawrence, KS 66045-7548  
(785) 864-4651 / FAX (785) 864-5030

CONFIRMATION

Customer
Charee Fitts  
Delta Sigma Theta  
c/o Campus Life  
400 Kansas Union  
CAMPUS,

Reservation  52812 (Confirmed)
Event: Late Night Event  
Phone: 979-xxxx  
Fax:  
Event Type: Late Night Event  
Acct #: 64xxxx  
Coordinator: Gene Wee

<table>
<thead>
<tr>
<th>Bookings / Details</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Charge:</strong></td>
<td>1</td>
<td>105.00</td>
<td>105.00</td>
</tr>
<tr>
<td>Personnel:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 pm - 2:00 am Attend</td>
<td>1</td>
<td>80.00</td>
<td>80.00</td>
</tr>
<tr>
<td>late night event (Union staff) (4.00 Hours @ 20.00/Hr)</td>
<td>1</td>
<td>80.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Activities:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc Charges:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>extended hrs charge @$50/hr</td>
<td>2</td>
<td>50.00</td>
<td>100.00</td>
</tr>
<tr>
<td>after 12 midnight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup Notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ready set DJ stage &amp; tables by 10 pm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post signs at doors and entrances warning of metal detectors in use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In at 10 pm. to setup.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event supervisor: need to do pre- and post-event room checklist; full stage, 3 tables for DJ equipment; ticket table by door; no equipment stored overnight; bldg vacated by 2 am.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallway to restrooms closed to public.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal  285.00
Grand Total  285.00

* Univ Events Committee Approval (Due Date: 11/16/03 Completed On: 11/5/03)

Saturday, December 06, 2003
11:00 pm - 1:40 am Late Night Party (Confirmed) GRIDIRON
DJ dance, open floor for 300

12/15/03 12:16 pm (gmw)
**Cost Comparisons: Gridiron Room vs Ballroom (& Parlors)**

<table>
<thead>
<tr>
<th></th>
<th>Courtside Room</th>
<th>Ballroom/Parlors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room rent</td>
<td>$105</td>
<td>$465</td>
</tr>
<tr>
<td>Extended hrs charge (til 2 am) @ $50/hr</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>LNE – Union staff (@$20/hr) 4 hrs</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$285</strong></td>
<td><strong>$695</strong></td>
</tr>
</tbody>
</table>
Late Night Event Night Deposit

Sponsoring Organization ________________________________ Event Date ____________

Event Coordinator ____________________________ Phone ____________________________ KU ID# ____________

I acknowledge that the KU Memorial Unions will keep our money deposit in the Union night drop for safe keeping after our late night event. Our money will be placed in locked deposit bags. The bags will be provided by the Union. The padlocks provided by the event sponsoring organization will be placed on the bags securely so that Union staff will not be able to open them.

By signing this agreement, I agree that the deposit bags have been securely locked before placing in the Union night depository and acknowledge our organization assumes all risks and will not hold the KU Memorial Unions responsible for any mishaps, loss, theft of the deposit.

__________________________________________
Date Signature: Event Sponsor Contact Person

On the day of reclaiming the night deposit, I certify that I have received all deposit bags securely locked and acknowledge everything was in good order. Deposit bags will be returned to the Kansas Union within 48 hours.

__________________________________________
Date Signature: Event Sponsor Contact Person