



## Cornell University Student Activities Office

Student Activities Office  
Cornell University  
521 Willard Straight Hall  
Ithaca, NY 14853

Telephone: 607 255-4169  
Fax: 607 255-1116  
E-mail: [activities@cornell.edu](mailto:activities@cornell.edu)  
Web: [www.activities.cornell.edu](http://www.activities.cornell.edu)

## Guidelines for Late Night Events at Cornell University

Passed by Student Assembly on September 25, 1997

### Rationale

In the wake of incidents during and following late night events on campus, students and campus officials have developed this set of guidelines to improve safety and security at late night events. (Note that these guidelines were not written in reference to events held in fraternity and sorority houses. Late night events held in these locations fall under the jurisdiction of Fraternity and Sorority Affairs and/or the IFC/Pan Hellenic/African and Latino Greek Letter Council. Contact those organizations for related policies and information.)

These guidelines are meant to provide some general suggestions for event planners which will assist them in making their events safer. Note that campus officials may recommend that event sponsors to establish less or more stringent guidelines depending on the event, its location and so on. The Events Management Planning Team is available to provide consulting for late night events, preferably 2-3 weeks before the event. Contact 255-4169 for more information.

### Definition

Late night events are considered to be those functions which will be held on the Cornell campus and will end after 11:00 PM. They are generally social or recreational in nature and include, but are not limited to, parties and dances. Large concerts held in Bailey and Barton Hall and which might run past 11:00 PM do not necessarily fall under this definition.

### Event Monitors

Members of the sponsoring organization must staff all doors/access points to the venue and will monitor the audience throughout the event. Members are urged to identify themselves by one or more of the following means: name tags, armbands, wearing the same color shirts or hats, etc.

The following monitor/guest ratio is recommended: 1 monitor per 50 attendees\*

(\* More or less monitors may be required depending on factors such as number of access points, venue size, type of event, etc.)

### Identification

Event planners are urged to consider limiting attendance at late night events to members of the Cornell community only. However, it is recognized that this is not always desirable.

Thus, if deemed appropriate by event planners and university officials, event planners may require CU ID for admission to a late night event. Cornell community members who present a CU ID may also be permitted to bring guests to the event. Cornell community members are responsible to chaperone and look out for the well being of their guests at events on campus. These guests must be accompanied by a student, staff or faculty member with CU ID, must leave photo ID and will sign in at the door.

If the sponsoring organization wishes to invite members of related organizations from other colleges or universities or from the community to participate, the event sponsors should work with officers from those groups and establish a set number of guests and a guest list prior to the event. These guests must present photo ID upon arrival and check in at the door.

### Closing Time

Event planners are expected to stop letting people enter the event in accordance with the guidelines related to the building's scheduled closing time unless prior permission is granted by the building supervisor/manager to extend the closing time.

### No Readmittance

People who leave the venue should not be permitted to re-enter. If building policy permits this, event planners may be permitted to provide a monitored smoking area for participants.

---

### **Presence**

It is recommended that the sponsoring organization have an advisor, staff or faculty member present during the event. At least one person from the sponsoring organization should be present from set up and until venue is vacated.

### **Other**

1. Event planners are urged not to permit children from area elementary, middle and high schools to attend late night events unless these children are accompanied by an adult who is a member of the Cornell community and/or is on the guest list.
2. Participants and guests should have their hands stamped or wrist bands provided at time of admission.
3. Obviously intoxicated or high individuals should not be permitted at any late night event.
4. Arrange for a CU Police escort to deposit door money in a safe location on campus.
5. It is recommended that the following statement be added at the top of the guest sign-in sheet: "Attention CU participant: Please do not permit entry to this event by non-CU guests you do not know."
6. Event planners are asked to turn in lost and found articles, including unclaimed photo IDs, to CU Police Lost and Found in Barton Hall. Event planners are further urged to post signs at the event and/or somehow advertise that this is how lost and found items will be handled.
7. Event planners should post the CU Police phone number, 255-1111, at the entrance to the event venue, in case of an emergency.

*For more information on this, or any other policy/guidelines pertaining to student organizations, please contact the Student Activities Office, 5th floor, Willard Straight Hall, (607) 255-4169, email: <activities@cornell.edu>.*

---