

RIT Student Club and Organization

12+ Hour and Overnight Event Policy

The objective of this policy is to provide student organizations with guidance and understanding when planning an event that lasts more than 12 hours. This is inclusive of any overnight event (***overnight is defined as any event starting on one day and lasting past 1:00 am the following day***). Some examples of these kinds of events include but are not limited to Jumpathons, Bikeathons, Danceathons, Hackathons, Walkathons, etc. Many of these events occur after business hours and throughout the night and have high levels of risk and therefore will be assigned a level 4 risk.

Procedures:

Events anticipated to be 12+ hours/overnight are required to be reserved a minimum of 20 business days (on month) in advance through reserve.rit.edu and be approved through the Student Club and Organization Event Management Process. These events must abide by all RIT policy, procedures, and guidelines. The Student Events Team will review all such events and determine the necessary approvals needed. Any event of this nature will require an Event Safety Plan which will be submitted via the [12+ hour/overnight event Approval Form](#).

Space/Facilities:

Events that last 12+ hours/overnight must take place in a building or space on campus that is open and staffed by applicable RIT representatives as determined by the space owner. All space owners reserve the right to deny an event due to staffing limitations or concerns about space usage. Space owners may also determine if multiple events are appropriate in a specific space at once and shall be authorized to deny events due to other events happening at the same time, place, and manner.

Approvals:

All events of this category will **require approval** from the Vice President of Student Affairs or designee. In this case, the designee will be the **Associate Vice President for Student Affairs**.

Public Safety will review and approve all events of this nature. Organizations sponsoring these events are required to meet with representatives from Public Safety a minimum of fourteen (14) business days before the event to review logistics and safety parameters.

- It may be determined that Public Safety requires Security Personnel at this event.
- It is the responsibility of the sponsoring organization to attend and provide the necessary information. Organizations who fail to promptly meet with Public Safety may have their event canceled. Items to be discussed and/or reviewed include but are not limited to:
 - Anticipated Attendance & Occupancy Limitations
 - Event floor plan diagram & event signage
 - Organization Representative and work schedule
 - Advertising (i.e. which methods will be used)
 - Pre-event meeting scheduling
 - Safety precautions and equipment
 - Specific activities taking place at the event
 - Inclement weather plan (if an outdoor event)
 - Plans for access into the building if normally locked during hours of event.

Requirements:

Indoor events:

Only one (1) event can only be registered on a Friday or Saturday (i.e. an organization cannot host back-to-back 24+ hours/ overnight indoor events) and must receive prior approval from the space owner. These events must start on a Friday or Saturday and must end by the Sunday of the designated weekend. Any indoor event must take place in a space that does not disrupt the success of the RIT community. Indoor events must stay in the approved/reserved location and cannot block any hallways, entrances, or prevent accessibility to other RIT community members.

Outdoor events:

Only (1) event can be registered per outdoor space and must receive prior approval from space owner. Any back-to-back 24 hour/overnight event must receive prior approval to occur. Outdoor events must be registered with Public Safety to assist with inclement weather notifications. Any outdoor event during the week must take place in a space that does not disrupt the larger operations of the university. Outdoor events must stay in the approved/reserved location and may not obstruct or restrict the free movement of persons including sidewalks and roads; or block hallways, doorways, stairs or exits from university facilities.

Requirements:

- Events must be submitted through reserve.rit.edu.
- Events will require a submission and approval of a [12+hour/overnight event approval form](#).
- No event may disrupt the academic pursuit or success of the RIT community.
- Events may not obstruct or restrict the free movement of persons including sidewalks and roads; or block hallways, doorways, stairs or exits from university facilities.
- Events will require approval from the space owner.
 - Space owners must agree to staff the building by the applicable RIT staff. Any cost associated with this staffing may be passed on to the Student Club or Organization.
- Any event that lasts past 1:00am must be limited to RIT students, or approved RIT Community members.
 - No new admission to these events can take place after 1:00am.
- All event attendees must have approved identification (i.e. wrist bands or event badges).
- The event must have appropriate representation from Student Organization leadership at all times during the event.
- Events must include planned activity for attendees at all times. There may not be a period of time during a 12+hour/overnight event that attendees have no scheduled activities to participate in.
- Sleeping outdoors during such events will not be permitted.
- Temporary structures or dwellings may not be built or put up during these events (indoors or outdoors). Any covering or pop-up tents must be included in the Event Safety Form and will require prior approval. Tent requirements must meet all applicable regulations for fire and life safety.
- No one student will be permitted to be at such event for more than 12 hours at a time. A schedule must be created and submitted and approved with the Event Safety Plan.
- Alcohol or other drugs will not be permitted at these events.
- All events around residential areas must abide by quiet hours listed in the Housing Terms and Conditions.