

**University of West Florida**  
**University Commons and Student Activities**  
**The Big Book: Policy and Procedure Manual**

**Topic: Student Organization Late Night Events Policy**  
**Updated: February 19, 2008**

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In the interest of personal security and safety, the security and maintenance of equipment and facilities, and to support an academic environment the following limitations are place on late night events and activities:

1. In outdoor venues no event shall be scheduled past 12:00 a.m. on Sunday through Thursday nights and past 1:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of the University Commons and Student Activities.
2. Sponsors of events using amplified sound in residence halls or outdoor venues will be expected to respect the campus environment and monitor moderate volume levels, especially in the late evening. Sponsors must reduce the volume level in response to any complaints from campus officials. Failure to respond to complaints may result in an order from the campus police or other appropriate University official for the sound system to be turned off or that the event be closed down. In the event that UCSA staff is providing and/or controlling the sound system and the sponsor resists reducing the volume, the UCSA equipment will be removed.
3. In the University Commons no event shall be scheduled past 12:00 a.m. on Sunday thru Thursday nights and past 1:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of the University Commons and Student Activities.
4. Any event scheduled in a large venue (auditorium, Argos Galley, conference center, cc lounge, Nautilus Chamber or Great Hall) after 12:00 a.m. will be charged a \$15.00 per hour event services fee.
5. No event shall extend more than 15 minutes past its scheduled ending time.

Note: All events will be required to end 15 minutes prior to scheduled ending time to allow for cleanup and setup for next day events.