GUEST POLICY/CAPACITY POLICY:

All events are open to Tufts students and staff with valid Tufts University ID. All event locations have capacity numbers so event attendance is usually first come first served. Once capacity is reached, admittance is closed. All events, unless otherwise noted, are no re-entry. Some events may have limited capacity and be ticketed. Student organizations and University departments wishing to have a ticketed admission to their event must adhere to the Ticket Sales Policy.

Tufts Only Plus Guest List:
Organizations wishing for a “Tufts Only” event but would like to invite specific off-campus guests connected to their event or the group may do so in the form of a guest list. Guest list guidelines are as follows:

- Guest list may not exceed 25, this includes outside performers.
- Guest list must be turned in to Campus Life at least 24 hours in advance of event.
- Guests on list must show a legal form of photo identification.
- The sponsoring student organization is responsible for all guest behavior.
- Guests must adhere to all Tufts University rules and regulations.

Tufts Only Plus One Guest:
For all events sponsored by a student organization priority for attendance must always first go to Tufts University students. Depending on capacity numbers, organizations may request a “one-for-one” scenario in which a Tufts student with valid ID is allowed to host one non-Tufts guest. The “one-for-one” guest procedure must be requested when requesting event space and will be granted or denied after review by TUPD and OCL. Guests must adhere to the following guidelines:

- Guests must have a valid form of photo identification.
- Guests must be with their Tufts host at all times.
- The Tufts student host is responsible for their guest’s behavior.
- Guests must adhere to all Tufts University rules and regulations.

City Wide/Open Floor Plan Events:
Certain student organizations often request to host City Wide Open Floor Plan events which are open to Tufts students and students from other local universities. For these events students from other institutions are welcome and for admission are required to show a legal university or college photo id. For these City Wide/Open Events Tufts requires the use of metal detecting equipment at the event entrance. The use of metal detecting equipment guidelines are as follows:

- Currently these events are only allowed to take place in the Campus Center (The Commons and Hotung) on Saturday evenings from 10 pm—2 am.
- As with any event, all requests for City Wide/Open events are handled individually. Due to the added logistics of these events, requests must be turned in to the R25 reservation system at least one month in advance. All IDRs associated with the event must be turned in to the individual departments at least two weeks prior to the event.
- Organization members are required to meet with OCL staff at least one month in advance to begin planning logistics for their event. Final approval will be granted or denied after a review of request by TUPD and OCL.
- The sponsoring student organization is responsible for the cost of four (4) detail officers and must turn in and IDR to TUPD for this service.
- OCL will cover the cost of Event Staff and all other security costs and the costs associated with the use of metal detecting equipment will be borne by the University.
- As mentioned all events are different and the final determination of whether metal detecting equipment will be needed for a particular event will be the responsibility of the Department of Public and Environmental Safety in consultation with the Office for Campus Life.