

TUFTS UNIVERSITY GUEST POLICY/CAPACITY POLICY

General Guidelines:

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. However, Event Staff is advised to monitor the event and should timing and space permit, they may allow more attendees to enter should attendance numbers lower throughout the event. The decision to allow more attendees into the event will depend on the circumstances of each individual event and made in consultation with the Student Organization host, Event Staff and Event Security. 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:

Student organizations may request to host City Wide/Open Floor Plan events with Tufts students and students from other local universities. Admission to City Wide/Open Floor Plan events is open to college students and requires a current university or college photo ID. For these City Wide/Open Events metal detectors are available at the request of hosting student organization and/or at the discretion of Tufts University Police department in consultation with the Office for Campus Life and the Dean of Student Affairs office. Metal detecting equipment may be required depending on the size of the event and the method of advertising.

- ◆ City Wide events are only permitted in Hotung Café in the Mayer Campus Center on Friday or Saturday evenings from 10pm to 2am. There is a maximum capacity of 200. Doors are required to close no later than 12 midnight. *Note: City Wide events sponsored by a Tufts University student organization will not be permitted at an off campus location.*
- ◆ 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 Space and Resource reservation system at least one month in advance. All necessary paperwork associated with the event must be 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 up to two (2) detail security officers and the Office for Campus Life Event Staff.
- ◆ All other security costs, including the use of metal detecting equipment, should it be requested or required, will be borne by the University.
- ◆ Ticket sales in advance and/or at the venue Information Booth the night of the event will be required through TuftsTickets.

NOTE: For an explanation of various types of events please review the Event Types on the OCL website.