Club and Student Organization Event Policy: ARC Overlook

Purpose

The purpose of this policy is to establish guidelines for club and student organization events held in the Activities and Recreation Center (ARC) Overlook. Student Engagement & Activities (SEA) is committed to being a responsible steward of campus resources, including event spaces, staff time, and operational support.

Hosting events in the ARC Overlook requires significant coordination, planning, and staffing from both SEA and ARC staff. This policy is intended to ensure that the level of resources required to support an event is appropriate for its size and scope, while continuing to provide clubs and student organizations with access to campus spaces that meet their programming needs.

Policy

Small-scale events hosted by clubs and student organizations will no longer be permitted in the ARC Overlook, except under the limited circumstances outlined below.

For the purposes of this policy, a **small-scale event is defined as an event with fewer than 50 anticipated attendees, aligning with club council definition.**

Under current SEA event guidelines, small-scale events do not typically require SEA staff to be present on-site. However, events held in the ARC Overlook that are designated as high-impact by ARC staff require additional event management measures, including:

- An SEA staff member present on-site for the duration of the event.
- Wristbands for event attendees.
- Attendance tracking and check-in procedures.

In addition to these requirements, reserving and preparing the full ARC Overlook involves considerable staff time and coordination, regardless of the number of attendees.

As responsible stewards of campus resources, SEA must consider the time, staffing, and operational support required to facilitate events in this space. Utilizing the full ARC Overlook for events with fewer than 50 attendees may not represent the most effective use of these resources, particularly when alternative campus spaces can accommodate the event.

To ensure that campus resources are used efficiently and appropriately, small-scale events must be hosted in alternative campus locations unless an exception is approved.

Exception: Wetland Side of the ARC Overlook

Clubs and student organizations may request an exception to host a small-scale event on the **wetland side of the ARC Overlook only** when other available campus event spaces cannot reasonably accommodate the event's needs.

Exceptions will be considered under the following conditions:

1. The event has fewer than 50 anticipated attendees.
2. The requesting club or student organization demonstrates that alternative campus event spaces do not meet the event's specific needs.
3. The event will be limited to the wetland side of the ARC Overlook.
4. The exception is reviewed and approved by SEA in coordination with ARC staff.
5. Any additional staffing, wristband, or attendance tracking requirements identified by ARC staff must still be met.

Exceptions are not guaranteed and will be evaluated on a case-by-case basis, taking into consideration the event's needs, space availability, and required operational resources.

Alternative Event Spaces

Clubs and student organizations are encouraged to utilize other campus spaces that are more appropriate for small-scale programming.

SEA staff can assist student leaders in identifying alternative locations based on event size, activities, accessibility, and space availability.

Policy Implementation

This policy applies to all recognized clubs and student organizations requesting use of the ARC Overlook for small-scale events.

SEA and ARC staff will work collaboratively to review exception requests and ensure that events comply with applicable campus policies and operational requirements.