Department of Campus Activities

Policy 14: Social Events

Policy Statement

a. Recognizing that the Department of Campus Activities hosts a variety of social events throughout the year for various groups, it is important for us to create a system within that environment that is conducive for our students’ and community’s wellbeing and safety.

Scope and Application of Policy

a. This policy applies to all events hosted in Campus Activities’ operated spaces.

Definition

a. Social Events are classified as those events after 5:00pm whose primary function involves the active participation of all attendees outside the confines of a regular staff meeting or presentation. These include, but are not limited to, dances, concerts, balls or galas, events on the UC Lawn, and other events designated as such by the Director of Campus Activities. Campus Activities’ sponsored events are not subject to this policy.

Guidelines

These guidelines outline the procedures that will be enacted during social events.

a. Social events with an expected attendance of more than 50 people will be required to complete the “Social Event Reservation Form” and attend a meeting with the Associate Director for Campus Programs (or his/her designee) before and after the event in question.

b. The Director of Campus Activities, in consultation with the Chief of UPD, will determine which events require security and/or extra staffing. All security/extra staffing for recognized student organizations will be provided and funded by the Department of Campus Activities. All required security/extra staffing deemed necessary for non-recognized student organizations and other groups will be funded by the sponsoring organization(s) and provided by the Department of Campus Activities.

c. Groups exceeding their stated number of attendees by more than 25 people will receive a warning on the first offense. On the second offense, the group will be prohibited from utilizing any Campus Activities’ operated facility for the period of 8 academic (“in-class”) weeks. If a group is near room capacity it will be the event host’s responsibility to ensure the room does not exceed capacity. Building Managers will also help to ensure an event is not exceeding room capacity.

d. The Campus Activities staff, at its discretion, may close an event if it deems the capacity or the behavior of its guests to be unsafe for the event and/or the general community.

Procedures

a. If an event has an expected attendance of 51-100 people or the total building occupancy is expected to be between 400-600 people, an additional Building Manager will be scheduled.

b. If an event is expecting over 100 people or the total building occupancy is expected to be over 600 people, an additional two Building Managers and/or security will be scheduled as is deemed necessary by the Director. For example – Open House requires extra staffing, not security.

c. The Assistant Director for Resource Management will consult with the Associate Director for Operations and review the schedule on a weekly basis to determine when additional staffing will be necessary due to expected total building occupancy.
d. When security/extra staffing is required for a recognized student organization, the Department of Campus Activities will be responsible for the funding and scheduling of security/extra staff. When security/extra staffing is required for an unrecognized student organization/group or a non-student group, the group will be responsible for funding and the Department of Campus Activities will be responsible for scheduling security/extra staff.

e. The Director of Campus Activities, in consultation with the Chief of UPD, will determine which events require security and/or extra staffing.

f. When security is deemed necessary for an event, the security personnel will meet with the designated Campus Activities staff member designated to work the event. This meeting will cover specifics regarding the event and how to effectively communicate with security.

g. The Department of Campus Activities, at its discretion, may close an event if it deems the capacity or the behavior of its guests to be unsafe for the event and/or the general community.

h. When an event exceeds the room’s stated capacity or in the event of continuous excessive noise, damage, unruly behavior, etc. the following protocol will be followed:

**Protocol for Closing an Event**

a. The staff person on call or Building Manager will speak with the event coordinator, make him or her aware of the situation and ask that he or she correct the issue (i.e. continuous excessive noise, unruly behavior, exceeding room capacity, etc.) or end the event.

b. If the issue is still not resolved, the staff person or Building Manager will call the Director of Campus Activities and report the entire chain of events (including behavior issues and times of interactions) and request permission to close the event.

c. If the staff person or Building Manager receives permission to close the event, he or she will meet with the event coordinator and inform them that they will need to close the event.

d. The staff person or Building Manager and event coordinator will meet with security (if on site) to create a plan to end the event.

e. If the event coordinator refuses to close the event, or if the group’s behavior becomes belligerent, the staff person or Building Manager will contact UPD and apprise them of the situation and ask for assistance.

f. The staff person or Building Manager and security (if on site) will work with UPD to safely close the event.

g. As soon as reasonably possible, the staff person or Building Manager will contact the Director of Campus Activities and apprise him/her of the situation.

h. After the event has been closed, the staff person or Building Manager will meet with UPD if requested to fill out a report. The Building Manager will then file an electronic report detailing the events and send it to the Assistant Director for Resource Management and the Director of Campus Activities.

i. The Associate Director for University Programs will begin an investigation of the incident as soon as reasonably possible.

j. After the Associate Director for University Programs has gathered and reviewed the information surrounding the event, he or she will schedule a meeting with the event coordinator, in part to determine if further action/payment is required.