

University of Wisconsin-Whitewater
Special Event Policy
7/18/08

DEFINITION

A special event is an event that is sponsored by a Student Organization or Department that expects more than 150 attendees of both campus and non-campus participants, and that is entertainment oriented/focused (dance, party, talent show, etc.) Special events may not run past midnight and are held in any UW-Whitewater indoor or outdoor facility or space.

Determination whether events fall under this policy is the responsibility of the supervisor of the building/space in which the event is being held. University Police, along with the sponsoring department, will be consulted during the determination process.

The sponsoring department or organization agrees to abide by all University policies and procedures that govern the use of University facilities and policies outlined in the *Student Handbook* and other University policies. The right to sponsor a special event is a privilege; all policies and procedures will be enforced. Any violations may result in immediate suspension of the sponsoring group's scheduling of event privileges for up to two consecutive calendar years and, if applicable, the incident will be referred for action through the campus student organization conduct process.

The Campus Alcohol Policy prohibits alcohol service at events sponsored by student organizations. For events sponsored by a campus department, alcohol service must be approved by the applicable Dean or designee.

ADMITTANCE POLICY

The sponsoring organization or department has the following option to invite off-campus students and guests:

1. A maximum of one guest per person (who is known and has been invited by a UW-W student and is a college student with a valid ID from another college) is allowed to participate in the special event.
2. Student organizations or departments sponsoring events are permitted to establish an additional list of no more than 50 individuals who will be guests of the organization at each particular event. The sponsoring student organization or department assumes responsibility for the behavior of additional guests at the event. Guests of the organization may include alumni, students from another campus who are members of the same organization, and family and friends. A typed guest list must be submitted to the Building Supervisor no less than 2 weeks prior to the event. The guest list is subject to University approval. Upon entrance to the event, each guest on the list must present a valid picture identification that indicates date of birth. The number of guests on the guest list will be deducted from the maximum attendance number at the beginning of the event to ensure their entry to the event.

All guests must enter with the UW-W students sponsoring them and must sign in upon entering.

Students and guests must present a valid picture identification card with a picture state identification card that shows date of birth.

UW-W students and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; and b) terminate the event and/or restrict the future use of University facilities by a Student Organization or department.

Entrance policy will require a wristband, hand stamp or other identifier that will be provided by the Building Supervisor. Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event. Sponsors are not allowed to deduct guests leaving from the maximum total for the purpose of allowing more guests to enter.

Persons who are removed from the event will not receive any refund of the cost of their admission tickets.

STUDENT ORGANIZATION/DEPARTMENTAL RESPONSIBILITIES

Request to use a facility through the University reservation process.

A minimum of 3 people listed as sponsors on the event contract must attend Event Training offered by the University.

Attend an advisory meeting with the Building Supervisor no less than 3 weeks prior to the event so that a Special Event Contract can be created that outlines the expectations of the department or Student Organization, Student Organization Advisor or departmental representative, Building Supervisor and University Police along with event management procedures that will be followed.

Return the Event Contract signed by the Departmental representative or Student Organization Advisor and all necessary organization members 5 days prior to the event.

Each organization or department member that will be working the event must attend a pre-event meeting not less than 30 minutes prior to the event. If all members are not present at the agreed upon time for the pre-event meeting, the event may be cancelled.

Be responsible for the event. Sponsoring departments or organizations that, through their actions, fail to take responsibility for an event may be prohibited from sponsoring events for up to two years.

Individual members who violate the rules may be automatically removed from the event and may be subject to arrest as well as disciplinary action under the Student Nonacademic Disciplinary Procedures, or subject to the judicial procedures of the campus at which the guest is a student.

During the event, all members of the department or Student Organization identified to work the event must: *(these items are included in the detachable checklist included at the end of this document)*

- Attend the event from start to finish.
- Be identified as sponsor members by wearing identification as determined by the Building Supervisor.
- Perform the assigned event management duties during the entire event.
- Collect all revenues and be responsible for all cash handling during the event.
- Assist with crowd control including emergency exit monitoring and notification of problems to the Building Supervisor and/or University Police.
- Sponsors must provide a list of assignments indicating where each individual is working throughout the entire event. The list must be submitted to the building supervisor 1 week prior to the event.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Make the announcement of the event ending and encourage participants to disperse.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Provide a typed guest list no later than 2 weeks prior the event.
- Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event as well as university disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

STUDENT ORGANIZATION ADVISOR OR DEPARTMENTAL REPRESENTATIVE RESPONSIBILITIES

Definition: A Student Organization Advisor is a university employee (faculty or staff person) that is recognized as the official Advisor to a Student Organization. A graduate assistant may serve in this capacity only if it is part of his/her job responsibility. A Department representative is a faculty or staff member from the department that is sponsoring the event.

Attend Event Management Training offered by the University.

Attend an advisory meeting with the Building Supervisor no less than 3 weeks prior to the event so that an Event Contract can be created. This contract outlines the expectations of the Student Organization and Student Organization Advisor or the Department and departmental representative. It also outlines the expectations of the Building Supervisor and University Police, along with event management procedures that will be followed.

Ensure that sponsors listed on the event contract attend a pre-event meeting not less than thirty (30) minutes prior to the event to meet facility staff and University Police who are responsible

for the event. If the persons listed on the contract are not present at the agreed upon time for the pre-event meeting, the event may be cancelled.

During the event, the Advisor, departmental representative or sponsor must: *(these items are included in the detachable checklist included at the end of this document)*

- Ensure sponsors listed on the event contract attend the event from beginning to end. If the advisor is unable to attend the event for any reason, it is the advisor's responsibility to find a university unclassified or classified employee to represent him/her at the event. This university employee must have completed event management training and be knowledgeable of his/her role and this policy.
- Take an active role in the presentation of an orderly program.
- Be knowledgeable of relevant UW-W policies and procedures, including the Alcohol Service Policy, University facilities policies, cash handling procedures, emergency procedures, and the building hours.
- Be visible and available to students, the Building Supervisor and University Police throughout the entire event.
- Assist at the entrance area, walk through the event and table area, and check the hallways.
- Periodically throughout the event, check in with the Building Supervisor and University Police to assess any perceived problem situations.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Report any facility, equipment or procedural problems to the Building Supervisor in charge.
- Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
- Assist student organization members in announcing the end of the event.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Wear a form of identification approved by the Building Supervisor working the event.
- If violations of the policy occur or security concern warrants such action, consult with Building Supervisor and University Police to terminate the event. The University Police officer in charge will make the final decision.
- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Policy in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

A diagram showing suggested locations for sponsors to be posted and suggested numbers of sponsors for each university location, which may be reserved for events, is available in the University Center reservations office.

UNIVERSITY POLICE RESPONSIBILITY

The primary responsibility of University Police at a special event is the safety and security of the patrons in attendance.

The University Police, in consultation with the building supervisor, will determine if police presence is necessary. Determination of the number of officers to be present at the event will be based on the size, nature, location and past history of the event. Event organizers may appeal University Police presence determinations to the Chief of University Police.

The university-supported Special Events Account will be used when University Police are required. The Student Organization is responsible for the first \$150 of cost for security. The Special Events Account will be used for the next \$250. Any cost over \$400 will be assessed to the Student Organization.

University Police will be an active participant in the event training held for the student organization, student organization advisors and facility staff.

University Police will attend a pre-event meeting held at least 30 minutes prior to the event to meet the department or Student Organization members, the Student Organization Advisor or departmental representative, and facilities staff that will be working the event.

During the event, University Police must: *(these items are included in the detachable checklist included at the end of this document)*

- Attend the event from beginning to end.
- Maintain a high visible presence throughout the entire event particularly at the entrance of the facility.
- Conduct a walk-through of the event at agreed upon intervals.
- Discourage loitering outside the event during and after the event.
- Remove individuals that behave inappropriately from the event.
- Be in continuous communication with the Student Organization representatives, Student Organization Advisor and Building Supervisor throughout the event.
- Assist the Student Organization members and advisor in dispersing the crowd after the event.
- Complete a post-event evaluation.
- If a violation of the policy or a security concern warrants such action, terminate the event. Consultation with the Student Organization Advisor and Building Supervisor should occur if at all possible.

BUILDING/AREA SUPERVISOR RESPONSIBILITIES

With University Police, conduct event training workshops on a regular basis for Student Organization and departmental staff members, Student Organization Advisors, departmental representatives and facility staff.

Schedule an advisory meeting with the department or Student Organization and the Advisor of the Student Organization or departmental representative at least 3 weeks prior to the event. The purpose of the meeting is to discuss the agreed upon capacity of the event, the structure of the event, security arrangements, staffing requirements, financial obligations and other event details.

Create a Special Events Contract that details the specific expectations of the department or Student Organization, Student Organization Advisor or departmental representative, University Police and Facilities Staff for each event within the guidelines of this policy.

Consult with University Police to determine if police presence is necessary at the event. Determination of the number of officers to be present at the event will be based on the size, nature, location and past history of the event using the pre-determined officer locations for each venue as a standard guideline.

Conduct a pre-event meeting held at least 30 minutes prior to the event to introduce all Student Organization or department members, Student Organization Advisors or departmental representatives, University Police and facility staff to each other.

Provide a form of identification that is to be worn by department or Student Organization members, Student Organization Advisor or departmental representative, and facility staff during the event.

During the event, the Building/Area Supervisor or designee and the facility staff must: (*these items are included in the detachable checklist included at the end of this document*)

- Attend the event from beginning to end.
- Provide wrist bands or other means to identify approved participants.
- Determine and set, in consultation with the department or sponsoring Student Organization, the appropriate level of lighting and sound.
- Coordinate the event management.
- Resolve any problems reported by the department or Student Organization members in consultation with University Police.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Swipe IDs, check and copy guest IDs, check guest IDs against guest list if appropriate, and ensure all attendees are 18 years of age or older.
- Ensure that attendance does not exceed the agreed upon capacity.
- Enforce the University policies and procedures at the event.
- If violations of the policy occur or security concerns warrant such action, consult with University Police and the departmental representative or Student Organization Advisor to terminate event. The University Police officer in charge will make the final decision.
- Coordinate a post-event evaluation to include department or Student Organization members, Student Organization Advisors or departmental representative, University Police and facility staff.

MISCELLANEOUS

Other members of the University faculty, staff or administration who have completed event management training may assist with department or Student Organization event supervision as deemed appropriate by the Building Supervisor.

At the request of the department or Student Organization, or at the direction of the Building Supervisor, advance ticket sales may be required at the expense of the sponsoring organization.

No backpacks or large bags will be allowed into the event. Show canes are not allowed unless pre-approved by the building supervisor in the event contract.

No off-campus advertisements allowed. This means no fliers, banners, display ads or radio/television ads away from the UW-W campus. Building Supervisor must approve all publicity. “No backpacks or large bags allowed” and “University or photo ID must be presented” must be included on all publicity.

A Special Advisory Committee will meet each semester, or more often if necessary, to review the Special Events Policy. The Committee will consist of:

- Staff Representatives: Building Supervisors, University Police, Leadership Development, Assistant Dean of Student Life, Residence Life, Academic Support Services
- Student Representatives: Whitewater Student Government, Residence Hall Association, Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, UC Building Managers, Latinos Unidos, Impact and Black Student Union
- Student Organization Advisor Representatives: Faculty advisors from above groups

UW-Whitewater Special Event Policy

Sponsoring Department or Student Organization

Event Duty Checklist:

- Attend the event from start to finish.
- Be identified as sponsor members by wearing identification as determined by the Building Supervisor.
- Perform the assigned event management duties during the entire event.
- Collect all revenues and be responsible for all cash handling during the event.
- Assist with crowd control including emergency exit monitoring and notification of problems to the Building Supervisor and/or University Police.
- Sponsors must provide a list of assignments indicating where each individual is working through the entire event. This list needs to be submitted to the building supervisor 1 week prior to the event.
- Ask University Police to remove individuals who behave inappropriately from the event.
- Make the announcement of the event ending and encourage participants to disperse.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Provide a typed guest list no later than 2 weeks prior the event.
- Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event as well as university disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

UW-Whitewater Special Event Policy

Advisor or Departmental Representative

Event Duty Checklist:

- Ensure sponsors listed on the event contract attend the event from beginning to end. If the advisor is unable to attend the event for any reason, it is the advisor's responsibility to find a university unclassified or classified employee to represent him/her at the event. This university employee must have completed event management training and be knowledgeable of their role and this policy.
- Take an active role in the presentation of an orderly program.
- Be knowledgeable of relevant UWW policies and procedures, including the Alcohol Service Policy, University facilities policies, cash handling procedures, emergency procedures and the building hours.
- Be visible and available to students, the Building Supervisor, and University Police throughout the entire event.
- Assist at the entrance area, walk through the event and table area, and check the hallways.
- Periodically throughout the event, check in with the Building Supervisor and University Police to assess any perceived problem situations.
- Ask University Police to remove individuals who behave inappropriately from the event.
- Report any facility, equipment or procedural problems to the Building Supervisor in charge.
- Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
- Assist student organization members in announcing the end of the event.
- Assist in dispersing the crowd from around the event facility after the event ends.
- Wear a form of identification approved by the Building Supervisor working the event.
- If violations of the policy occur or security concern warrants such action, consult with Building Supervisor and University Police to terminate the event. The University Police officer in charge will make the final decision.
- Not put himself/herself in jeopardy when an emergency situation presents itself.
- Not interfere with University Policy in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.
- Complete a post-event evaluation of the event.
- Meet with the Building Supervisor to review event if requested.

UW-Whitewater Special Event Policy

University Police

Event Duty Checklist:

- Attend the event from beginning to end.
- Maintain a high visible presence throughout the entire event particularly at the entrance of the facility.
- Conduct a walk-through of the event at agreed upon intervals.
- Discourage loitering outside the event during and after the event.
- Remove individuals who behave inappropriately from the event.
- Be in continuous communication with the Student Organization representatives, Student Organization Advisor, and Building Supervisor throughout the event.
- Assist the Student Organization members and advisor in dispersing the crowd after the event.
- Complete a post-event evaluation.
- If a violation of the policy or security concern warrants such action, terminate the event. Consultation with the Student Organization Advisor and Building Supervisor should occur if at all possible.

UW-Whitewater Special Event Policy

Building/Area Supervisor

Event Duty Checklist:

- Attend the event from beginning to end.
- Provide wrist bands, or other means to identify approved participants.
- Determine and set, in consultation with the department or sponsoring Student Organization, the appropriate level of lighting and sound.
- Coordinate the event management.
- Resolve any problems reported by the department or Student Organization members in consultation with University Police.
- Ask University Police to remove individuals who behave inappropriately from the event.
- Swipe IDs, check and copy guest IDs, check guest IDs against guest list if appropriate and ensure all attendees are 18 years of age or older.
- Ensure that attendance does not exceed the agreed upon capacity.
- Enforce the University policies and procedures at the event.
- If violations of the policy occur or security concerns warrant such action, consult with University Police and the departmental representative or Student Organization Advisor to terminate event. The University Police officer in charge will make the final decision.
- Coordinate a post-event evaluation to include department or Student Organization members, Student Organization Advisors or departmental representative, University Police, and facility staff.