

University of Wisconsin-Whitewater

Special Event Policy

May 2009

Administratively Approved May 2009
Reviewed by the Special Events Committee,
Draft Provided by Career & Leadership Development

DEFINITION & OVERVIEW

A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees of both campus and non-campus participants, and that is entertainment oriented/focused (dance, party, talent show, etc.) This policy applies to events that are held in any UW-Whitewater indoor or outdoor facility or space. There are specific additional requirements of events that are dance/party in nature regardless of where they may occur. For events anticipating more than 450 attendees, direct contact to University Police is required no less than 45 days prior to the event.

All sponsoring departments or organizations agree 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 of this policy by student organizations will result in the incident being referred for action through the Student Organization Conduct process. As result, a possible conduct outcome could be suspension of the sponsoring group's event privileges. Any violations of this policy by campus departments will result in the incident being referred for action to the appropriate Dean for departments, or a lead administrator.

UW-W students, faculty 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; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

EXCEPTIONS TO POLICY

Sponsors who believe their event is not included in the scope of this policy must email *police@uww.edu* to request a policy waiver. Waivers are granted by the Chief of University Police or his/her designee. General criteria that will be taken into consideration include but are not limited to:

- Event type, i.e. dance, speaker, formal or concert
- Time of day the event will occur
- Day of the week the event will occur
- Professional Staff Available, such as advisors, faculty or other professional supervision
- Event/Group history

Requests must be received 25 days in advance of the event in order to be considered. Determination whether events fall under this policy is the responsibility of the University Police, along with the sponsoring department. An automatic waiver is given to events that are by formal invitation only with a full meal being provided in the same room.

Due to their programmatic mission and professional staff supervision, all Career & Leadership Development, University Center and Young Auditorium sponsored events as well as university sponsored Intercollegiate Athletic events are exempt from this policy. Any dance/party events sponsored by those three departments will be automatically be set as Level 2 events. Dance/party format event staffing will be determined by Chief of Police and Associate Director of Career & Leadership Development. No contracts will need to be completed, nor meetings with the Building Supervisor for events in the University Center.

EVENT MANAGEMENT/ROLES

Event management requirements are based upon number and type of attendees, location and nature of activity. Depending on the event, University staffing may be required. In order to simplify and standardize the requirements, five levels have been established. Career & Leadership Development (C&LD) has been charged with implementing a student event management crew (SEAL Event Crew). These students will be trained, paid and supervised by C&LD to provide event management and support to student organization events. The training agenda for this SEAL Event Crew will be approved by University Police. A flat fee for 4 hour events must be prepaid 14 days prior to the event. Please review *Addendum A*. Capacity number for each event will be established and confirmed on the Event Contract (*Addendum B*). Once an attendee leaves the event area they will not be re-admitted to the event.

All attendees with the exception of minors accompanied by a parent/guardian, must produce the required photo ID. Upon entrance, all attendees will be either wrist banded or hand stamped. Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event.

No backpacks/large bags, or open beverage containers will be allowed into events.

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. These groups will be required to follow the campus alcohol policy.

UW-W students, faculty 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; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

STUDENT ORGANIZATION/DEPARTMENTAL RESPONSIBILITIES – Failure to complete any of the requirements may be grounds to cancel the event. (Addendum C)

1. Review the Special Events Policy.
2. Reserve space through appropriate University Reservation processes.
3. 4 weeks prior to event, meet with building supervisor or their designee to complete an A.R.F (Activity Registration Form) for events in the University Center/Dining Halls or similar in other buildings and review Event Contract (*Addendum B*). .
4. Meet with their UW-Whitewater Organization Advisor and have them sign the contract.
5. 14 days prior to event return completed Event Contract and pay event fee.
6. Supply the minimum number of sponsors required at event on the Event Contract. Provide names and training ID numbers. For levels 3-5, three sponsors must have completed Career & Leadership Development Event Management Training.
7. All required Sponsors must attend the event Pre-Event meeting that will occur 30 minutes prior to the event being open to attendees.
8. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event.
9. 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.
10. During the event, all members of the department or Student Organization identified to work the event must:
 - Attend the event from start to finish.
 - Participate in a pre-event room inspection with the SEAL Event Crew Chief.
 - Be identified as sponsor members by wearing identification as determined by the Building Supervisor or SEAL Event Crew if at 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.

- 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.

STUDENT ORGANIZATION ADVISOR OR DEPARTMENTAL REPRESENTATIVE RESPONSIBILITIES (*Addendum C*)

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. 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. Advisors will:

1. Attend Event Management Training offered by the Career & Leadership Development.
2. Sign off each Event Contract. (*Addendum B*).
3. If required by level of event (level 4 & 5), attend event. 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.
4. During the event, departmental representative or sponsors must:
 - 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 SEAL Event Crew and University Police throughout the entire event.
 - Ask University Police to remove individuals from the event who behave inappropriately.
 - Report any facility, equipment or procedural problems to the SEAL Event Team member 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.
 - 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.

UNIVERSITY POLICE RESPONSIBILITY (*Addendum C*)

The primary responsibility of University Police at a special event is to address 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 is established for Dances/parties on *Addendum*

A. 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 to provide service at events. The Student Organization is eligible for up to a \$250 subsidy to defray the security costs for level 3,4 or 5 events. This fund is not available for departmental sponsored events.

1. University Police will be an active participant in the event training held for the student organization, student organization advisors, SEAL Event Crew and facility staff. This training agenda will be approved by University Police.
2. 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.
3. During the event, University Police must:
 - a. Attend the event from beginning to end.
 - b. Maintain a high visible presence throughout the entire event particularly at the entrance of the facility.
 - c. Conduct a walk-through of the event at agreed upon intervals.

- d. Discourage loitering outside the event during and after the event.
 - e. Remove individuals that behave inappropriately from the event.
 - f. Be in continuous communication with the Student Organization representatives, Student Organization Advisor and SEAL Event Crew throughout the event.
 - g. Assist the Student Organization members and advisor in dispersing the crowd after the event.
 - h. Complete a post-event evaluation.
4. 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.

SEAL EVENT CREW RESPONSIBILITIES (*Addendum C*)

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.

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 Event Sponsors during the event.

During the event, the SEAL Event Crew will:

- Staff the event from beginning to end. Have a designated SEAL Crew Chief for the Event
- Participate in the Pre-Event room inspection and submit the report to Supervisor.
- Complete all equipment set up and provide all the necessary signage pertinent to the event.
- Provide wristbands or other means to identify approved participants.
- Determine and set, in consultation with University Police, the appropriate level of lighting and volume.
- Provide the number of SEAL event management crew required by Addendum A.
- Resolve any problems reported by Event Sponsors in consultation with University Police.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Check guest IDs, run metal detector (if required), and ensure all attendees are 18 years of age or older unless accompanied by parent or guardian unless an enrolled college student.
- Ensure that attendance does not exceed the established capacity.
- Enforce the University policies and procedures at the event.
- Provide all the necessary signage and equipment for the event.
- If violations of the policy occur or security concerns warrant such action, consult with University Police to terminate event.
- Complete all equipment pack up and signage removal.

BUILDING/AREA SUPERVISOR RESPONSIBILITIES (*Addendum C*)

- Consult with University Police to determine if police presence is necessary at the event.
- Contact Career & Leadership Development to request staffing and anticipated level 3 weeks in advance.
- Meet with the department or Student Organization and the Advisor of the Student Organization or departmental representative at least 4 weeks prior to the event. The purpose of the meeting is to review the logistical needs of the event and review the Special Event policy and its implementation.
- Complete the Special Events Contract (*Addendum B*) that details the specific expectations of the department or Student Organization, Student Organization Advisor or departmental representative for each event within the guidelines of this policy.
- Building Manager attend the pre-event meeting held at least 30 minutes prior to the event.

POLICY REVIEW /REVISION

A Special Advisory Committee, chaired by the University Center Executive Director will meet each February, or more often if necessary, to review the Special Events Policy. The Committee will consist of:

- Staff Representatives: Building Supervisors, University Police, Career & 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, Southeast Asian Organization, Impact and Black Student Union.
- Student Organization Advisor Representatives: Faculty advisors from above groups.

UW-Whitewater Special Events Policy Dance/Party Levels -Addendum A

4/16/09

Any exception from use of these levels must be submitted to University Police Services in a request for waiver to police@uww.edu

Event Level	Event Sponsor	Attendees	Entry Limitations	Attendance #	Locations	Staffing Minimums	Flat Cost 4hr Event	Current Cost Est.
Level 1	Department or Student Organization	Department or Student Organization Members only	UW-W Photo ID	70 to 100 people	UC Ballroom UC 259 Prairie St.	*1 SEAL Event Crew Member *1 Sponsor Member	\$40.00	N/A
Level 2	Department or Student Organization	UW-W Students only	UW-W Photo ID	70 to 200 people	UC Ballroom UC THC UC 259 WC Gym 4	*2 SEAL Event Crew Members *3 Sponsor Members	\$80.00	N/A
Level 3	Department or Student Organization	UW-W Student w/ 1 guest	UW System College Photo ID Or Alumni List	70 to 350 people	UC THC UC 259 WC Gym 4	*6 SEAL Event Crew Members *1 Police Officer *4 Sponsor Members *Metal Detector (optional)	\$425 •	4 police officers @ \$540.00
Level 4	Department or Student Organization	UW-W Student w/2 guests	College Photo ID (non-system)	70 to 450 people	UC THC WC Gym 4 Outside	*6 SEAL Event Crew Members *2 Police Officers *1 UW-W Org. Advisor or Department Chair *4 Sponsor Members *Metal Detector (optional)	\$600 •	6 police officers @ \$810.00
Level 5	Department or Student Organization	Open to everyone	Photo ID Required	Up to 450 people ~	UC THC WC Gym 4 Outside	*7 SEAL Event Crew Members *2 Police Officers *1 UW-W Org Advisor or Dept Chair *4 Sponsor Members *Metal Detector (no charge)	\$640 •	6 police officers @ \$810.00

~ Special Arrangements must be made for events of more than 450 people with University Police Services.
• Eligible for Student Org Security Subsidy

Sponsor _____

Date Contract is due back to Reservations _____

Event Date _____ Event Place _____

Pre-Event Time _____

Capacity _____

Event Start Time _____

Org. Contact (Printed) _____

Facility

Email _____

Coordinator _____ Date _____

___ **Level 1** – Organization/Department Members only,
UWW ID Required
70 – 100 Attendees

___ The UW-Whitewater student org. advisor must be present at the entire event.

___ **Level 2** – UW-W Students only,
UW-W ID Required,
70-200 attendees

___ Alcohol will not be allowed at this event.

___ **Level 3** – UW-W Students up to 1 guest,
UW System College Photo ID
Required, 70 – 350 attendees

By entering names onto this contract, persons have acknowledged they have read and agreed to abide to the terms of the special events policy.

Sponsor Volunteers

___ Alum List will be provided

Name _____ **Training Number** _____

___ **Level 4** – UW-W Students up to 1 guest,
Any College Photo ID
Required, 70 – 450 attendees

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

___ **Level 5** - Photo ID Required, 70 – 450 attendees'

___ More than 450 attendees – Arranged with University Police
Attach email

___ SEAL Event Crew nor University Police Required

___ Event Waiver Granted Date: _____ Attach Email.

___ The sponsoring organization must have _____ individuals committed to serving as Sponsor for this event and all must be present at ___:___ which is 30/60 minutes prior to the start of the event for training or the event may be cancelled.

ADVISOR NOTIFICATION

Name _____ **Phone** _____

Email _____

Advisor Signature: _____ **Date:** _____

SEAL Event Crew Overview

Mission:

The SEAL Event Crew is responsible to assist in the execution of safely run events for student organizations. The Crew will work in tandem with university staff, event sponsors and university police services to establish and maintain positive events while keeping event costs to a minimum.

Selection Process:

Students must be recommended for this position. Students can be recommended by the following people:

- Residence Life Staff
- Career & Leadership Development Staff
- Current SEAL Interns
- Current Leadership Assistants
- First Year Experience Staff
- Presidents of Warhawk Involvement Center Resident Organizations
- Student Organization Presidents
- University Police Services Personnel
- Young Auditorium Staff
- Student Affairs Staff

Specifics Pending Final Approval:

- A. 12-16 students will be hired and paid at \$6.75 an hour.
- B. Emails will be sent to the above groups for recommendations on April 17th.
- C. Nominations must be made by April 24th.
- D. April 27th applications will be given to those nominated.
- E. Applications are due back to Career & Leadership Development May 8th.
- F. Informational Sessions May 11th – May 15th.
- G. Decisions will be made by May 22nd.
- H. Training will take place in August.

SEAL EVENT CREW POSITION DESCRIPTION

POSITION SUMMARY:

The SEAL Event Crew is responsible to assist in the execution of safely run events for student organizations. The Crew will work in tandem with university staff, event sponsors and university police services to establish and maintain positive events while keeping event costs to a minimum.

REQUIRED KNOWLEDGE AND RESPONSIBILITIES

1. Establish and become knowledgeable of the program philosophy of Career & Leadership Development and SEAL programming
2. Develop a thorough understanding of the principles, values, benefits and application of campus programming and its assessment.
3. Establish positive reciprocal relationships with event sponsors, building staff, departments and organizations.
4. Educate and maintain safe event protocols.
5. Communicate with students, staff, and guests positively and proactively.
6. Staff SEAL, Career & Leadership Development, and Student Organization events as scheduled.
7. Meet bi-weekly with the Career & Leadership Development Staff and the SEAL Event Crew.
8. Serve as liaison to the campus and community on behalf of Career & Leadership Development.
9. Complete required trainings and attend other leadership events sponsored by Career & Leadership Development
10. Other tasks as determined by Associate Director of Career & Leadership Development.

SEAL Event Crew Training Program

Career & Leadership Development, University Police Services, and the University Center will collaborate to implement the training program. The following topics represent a fairly complete list of content to be covered during this training program:

- Review of Special Event Policy, including an in-depth understanding of the various security levels.
- Review of the role of Event Crew members.
- Review of other Roles servicing events (University Police, Event Sponsors, Organization Advisors, University Center Building Managers, Chartwells Staff).
- Thorough review of facilities where events will be held, including back-stage areas, emergency exits, light switches, and all other technical, equipment, and building issues related to each facility.
- How to proactively set-up a room for an event that will facilitate positive behavior at events, and deter problems such as “pinch-points” in lines, emergency exits, location of Event Hosts monitoring events, etc.
- Safety Standards for campus events.
- Emergency procedures, specifically how to handle various situations typical to events.
- Staff identification and safety.
- Agendas for the Pre-Event Meetings, and how to lead the meeting to ensure that all involved understand their roles and responsibilities at the upcoming event.
- Event Management, including: Event set-up; Line management; Hosting an audience; Safety standards and enforcement of standards in a manner that encourages participant compliance; emergency procedures and call lists; Event closing and evaluation.
- How to handle people demonstrating behavioral issues.
-

Training program agenda will be approved by University Police Services and will be reviewed and updated if needed annually.