

University of Wisconsin-Whitewater

Special Event Policy

May 2013

DEFINITION & OVERVIEW

A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees, and that is entertainment oriented/focused (dance, party, talent show, etc.) anywhere on the UW-Whitewater campus, and/or when alcohol is served. 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. Outside organizations paying fees to use UW-W facilities are considered to be sponsored by the organization or department receiving these fees.

For events anticipating more than 450 attendees, direct contact to University Police is required no less than 45 days prior to the event. If there will be alcohol served at the event, see the campus Alcohol Policy. This can be viewed on the campus website.

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 an event level reduction or policy waiver. Complete exemptions will rarely be given but reductions changing events to level 2 will be considered. Waivers are granted by the Chief of University Police or his/her designee. An event reduction form to clarify event details should be completed by sponsors and forwarded to the University Police. General criteria that will be taken into consideration include but are not limited to:

1. Event or activity type, i.e. dance, speaker, formal or concert
2. Time of day the event will occur
3. Day of the week the event will occur
4. Professional Staff Available, such as advisors, faculty or other professional supervision
5. Event/Group history
6. Size of group expected to attend

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.

Events sponsored by the Office of the Chancellor are exempt. Events sponsored and staffed by the Department of Residence Life, held only for specific residents and held within Residence Life buildings or grounds are exempt from the policy. 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 contests are exempt from this policy. Any entertainment events or events with alcohol sponsored by those departments will be automatically set as Level 2 events. Entertainment 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.

Summer camp and conference event planners should submit waivers for reductions/exemptions to this policy to University Police 25 days prior to camps or conferences arriving on campus.

EVENT LOGISTICS

Event management requirements are based upon the number and type of attendees and the location and nature of the activity. Depending on the event, University staffing may be required. In order to simplify and standardize the requirements, 8 levels have been established. UWW Police Services (UWWPS) has been charged with implementing a student event management crew (Campus Service Officers – CSO's). These students will be trained, paid and supervised by UWWPS to provide event management and support for all special events. The training agenda for this Campus Service Officers will be coordinated with Career and Leadership Development. A flat fee for 4 hour events, or events with alcohol being served, 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*). For events above level 3, 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. For enrollment verification, UW-W ID cards will be visually checked at all events. For anyone to be served alcohol they must present a state issued photo identification card. UW-W faculty and staff must present UW-W ID cards in order to be admitted to all level events. 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 and all bags may be subject to inspection. If masks and costumes are to be part of an event, limitations do exist and need to be discussed at the meeting when the Activity Registration Form is completed. 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.

EVENT SPONSOR RESPONSIBILITIES – Failure to complete any of the requirements may be grounds to cancel the event.

1. Review the Special Events Policy.
2. More than four weeks in advance of the event, reserve space through appropriate University Reservation processes and complete any facility request/reservation or Activity Request forms.
3. As soon as facility reservations are made and a minimum of four weeks prior to event (sooner is safer), meet with UWW Police Services Event Coordinator or their designee to complete a Special Events Contract.
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. Sponsoring group must have the appropriate number of members complete on-line special event training seven (7) days prior to the event. Upon completion of the on-line training, individuals will receive a training code number that will provide proof of training and will be valid for the academic year.

7. Supply the minimum number of sponsors at event as required on the Event Contract. Provide names and training ID numbers. For levels 1-8, sponsors must have completed Event Management Training.
8. All required Sponsors must attend the event Pre-Event meeting that will occur 30 minutes prior to the event being open to attendees.
9. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event.
10. It is the responsibility of the event sponsor to communicate event admittance requirements to attendees both prior to and the night of the event.
11. 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.
12. During the event, all members of the department or Student Organization identified to work the event must: Attend the event from start to finish.
 - a) Participate in a pre-event room inspection with the Campus Service Officer.
 - b) Be identified as sponsor members by wearing identification as determined by the Campus Service Officer..
 - c) Ask University Police to remove individuals from the event who behave inappropriately.
 - d) Make the announcement of the event ending and encourage participants to disperse.
 - e) Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
 - f) Not put them self in jeopardy when an emergency situation presents itself.
 - g) 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.
 - h) Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

SPONSOR 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. 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 UWWPS personnel. Advisors will:

1. If the advisor or departmental representative will be required to attend the event and assist with supervising the event, the advisor or departmental representative will be required to complete the special event policy training.
2. Sign off each Event Contract. (*Addendum B*).
3. If required by level of event, 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:
 - a) Take an active role in the presentation of an orderly program.
 - b) 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.
 - c) Be visible and available to students, the Campus Service Officers and University Police throughout the entire event.
 - d) Ask University Police to remove individuals from the event who behave inappropriately.
 - e) Report any facility, equipment or procedural problems to the CSO member in charge.
 - f) Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
 - g) Assist student organization members in announcing the end of the event.
 - h) Not put self in jeopardy when an emergency situation presents itself.
 - i) Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.

UNIVERSITY POLICE RESPONSIBILITY

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 \$300 subsidy for level 4,5 and 7 events and up to \$400 for level 6 events to defray the security costs. 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, Campus Service Officers 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 events in levels 4 and above, University Police must:
 - a. Attend the event from beginning to end.
 - b. Maintain a highly 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 Campus Service Officers 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, Campus Service Officers and Building Supervisor should occur if at all possible.

CAMPUS SERVICE OFFICERS RESPONSIBILITIES

Along with University Police, the Campus Service Officers will conduct event training workshops on a regular basis for Student Organization and departmental staff members, Student Organization Advisors, departmental representatives and facility staff.

The Campus Service Officers will 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. The Campus Service Officers will also provide a form of identification that is to be worn by Event Sponsors during the event.

During the event, the Campus Service Officers will:

1. Staff the event from beginning to end.
2. Have a designated lead CSO for the Event
3. Participate in the Pre-Event room inspection and submit the report to Supervisor.
4. Complete all equipment set up and provide all the necessary signage pertinent to the event.
5. Provide wristbands or other means to identify approved participants.
6. Determine and set, in consultation with University Police, the appropriate level of lighting and volume.
7. Provide the number of event management crew required by Addendum A.
8. Resolve any problems reported by Event Sponsors in consultation with University Police.

9. Ask University Police to remove individuals from the event who behave inappropriately.
10. 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 or an enrolled college student.
11. Ensure that attendance does not exceed the established capacity.
12. Enforce the University policies and procedures at the event.
13. Provide all the necessary signage and equipment for the event.
14. If violations of the policy occur or security concerns warrant such action, consult with University Police to terminate event.
15. Complete all equipment pack up and signage removal.
16. Assist University Dining Staff with monitoring alcohol consumption and participant behavior. .

BUILDING/AREA SUPERVISOR RESPONSIBILITIES

The building/area supervisor shall:

1. Consult with University Police to determine if police presence is necessary at the event.
2. Contact UWWPS Event Coordinator or designee to inform them of the approved facility reservation and possible event.
3. Inform the Event Sponsor to contact the UWWPS Coordinator to discuss event staffing and anticipated level classification.
4. Building Manager attends the pre-event meeting held at least 30 minutes prior to the event.

UWWPS EVENT COORDINATOR RESPONSIBILITIES

1. 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.
2. Complete the Special Events Contract (*Addendum B*) that details the specific expectations of the department or Student Organization; and the Student Organization Advisor or departmental representative for each event within the guidelines of this policy.

SPONSOR COSTS AND SPECIAL EVENT FUND:

UWW Police Services will not charge event sponsors for the cost of Campus Service Officers staffing Level 1, 2 and 3 events. Event sponsors are expected to pay for the Campus Service Officers and University Police Officers assigned to staff Level 4 through Level 8 events. In addition, recognized Student Organizations are eligible to receive up to \$300 per level 4, 5, and 7 events and up to \$400 for a level 6 event from the Special Event Fund to offset the cost of staffing. In all cases, additional charges may be incurred (additional security, equipment, etc.) when alcohol is served at an event. The Special Event Fund exists in order to reduce the costs for recognized student organizations to sponsor events on campus. The Special Event Fund is established with funding annually provided by the following offices: Chancellor's Office, Office of the Vice Chancellor for Administrative Affairs, Office of the Vice Chancellor for Student Affairs, University Center, and Career & Leadership Development.

Event Prepayment:

Event prepayment must be paid 14 days prior to the event (please review Addendum A). At the completion of the event, an invoice will be sent to the event sponsor by University Police Services and the building supervisor if there were any facility charges (taking into account the prepayment and any additional fees that occurred).

Event Cancellation – Severe or Hazardous Weather:

When weather conditions make it dangerous for guests or event workers to travel to and from the event a sponsor may decide to cancel an event. Cancellations must be made in consultation with the Chief of the University Police Services and the Building Supervisor, or their designees. In these cases, if a recognized student organization is sponsoring the event in question, they will not be charged for the cost of the Campus Service Officers or University Police Services (monies in the Special Event Fund will be used to pay for staffing costs incurred by University Police Services). If a University Department is sponsoring the event in question, the department will be charged for the staffing costs incurred by the University Police Services.

Event Cancellation – Other Reasons:

If a sponsor cancels a Level 4 through Level 8 event within 14 days prior the event, there may be a charge from University Police Services. The sponsor should consult with the Chief of the University Police Services or his/her designee.

POLICY REVIEW /REVISION

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

1. Staff Representatives: Building Supervisors, University Police, Career & Leadership Development, Dean of Students, Residence Life, Multicultural Affairs and Student Success.
2. Student Representatives: Whitewater Student Government, Residence Hall Association, Interfraternity Council, Pan-Hellenic Council, National Pan-Hellenic Council, UC Building Managers, Latinos Unidos, Southeast Asian Organization, Impact, Black Student Union and Campus Service Officers.
3. Student Organization Advisor Representatives: Faculty/Staff advisors from above groups.

UW-Whitewater Special Events Policy -Addendum A Any exception from use of these levels must be submitted to University Police Services (kiederlm@uww.edu) in a Request for reduction.

Event Level	Attendees	Entry Limitations	Attendees	Locations	Staffing Minimums	COSTS Event Crew	Cost University Police	COST Est Student Org
Level 1	Department or Student Org. Members only	UW-W Photo ID	70 to 100 people	UC Ballroom UC 259 Prairie St.	*1 Campus Service Officer *1 Sponsor Member	No Charge	Not Applicable	\$0
Level 2	UW-W Students only	UW-W Photo ID	70 to 200 people	UC Ballroom UC THR, 259	*2 Campus Service Officers *3 Sponsor Members	No Charge	Not Applicable	\$0
Level 3	UW-W Student w/1 guest	UW System College Photo ID Or Alumni/family List	70 to 200 people	UC Ballroom UC THR,259	*4 Campus Service Officers *3 Sponsor Members	No Charge	Not Applicable	\$0
Level 4	UW-W Student w/1 guest	UW System College Photo ID/Alum/Fam List	200 to 350 people	UC THR	*8 Campus Service Officers *1 Police Officer *4 Sponsor Members	8 crew x 4hrs @ \$15/hr=\$480	1 Officer x5.5 hrs @ \$45/hr=\$248	\$428•
Level 5	UW-W Student w/2 guests	College Photo ID (non-system)	70 to 200 people	UC THR Outside	*6 Campus Service Officers *1 Police Officers *4 Sponsor Members	6 crew x 4hrs @ \$15/hr=\$360	1 Officer x5.5 hrs @ \$45/hr=\$248	\$308•
Level 6	Choose either UW-W Student w/2 guests OR College Photo ID	College Photo ID (non-system)	200 to 400 people dependent on facility	UC THR Outside	*8 Campus Service Officers *2 Police Officers *1 UW-W Org. Advisor or Department Chair *4 Sponsor Members *Metal Detector (optional)	8 crew x 4hrs @ \$15/hrs= \$480	2 Officers x 5.5 hrs @ \$45/hr= \$495	\$575•
Level 7	Open to everyone	Photo ID Required	70 to 400 people dependent on facility	UC THR Outside	*8 Campus Service Officers *2 Police Officers *1 UW-W Org Adv/Chair *4 Sponsor Members *Metal Detector (required)	8 crew x 4hrs @ \$15/hrs= \$480	2 Officers x 5.5 hrs @ \$45/hr= \$495	\$675•
Level 8	To Be Determined	Photo ID Required	400 or more people dependent on facility	WC Gym 1, Gym 4, ILY Any Campus Area Outside	To be determined by Police (dependant on size of crowd, venue and event type)	To Be Determined by Building Supervisor, Campus Service Officer Advisor and Campus Police no later than 25 days prior to event		

- Has already subtracted Student Org Security Subsidy of for event; \$300 for level 4, 5, 7 and \$400 for level 6.
- Department Sponsors are responsible for all the staffing costs and are not eligible for any subsidy.

UNIVERSITY SPECIAL EVENTS CONTRACT

Today's Date: _____

Sponsor _____

Event Date _____ Venue _____

Org. Contact (Printed) _____

Email _____

____ **Level 1 (\$0)** – Organization/Department Members only,
UWW Photo ID Required 70–100 Attendees

____ **Level 2 (\$0)** – UW-W Students only
UWW Photo ID Required 70–200 Attendees

____ **Level 3 (\$0)** – UW-W Students up to 1 guest
UW System College Photo ID Required,
or Alumni List. 70 – 200 attendees
____ Alumni List will be provided

____ **Level 4 (\$428)** – UW-W Students up to 1 guest,
UW System College Photo ID Required,
or Alumni List 200-350 attendees
____ Alumni List will be provided

____ **Level 5 (\$308)** – Any College Photo ID, 70 – 200 attendees

____ **Level 6 (\$575)** - Any College Photo ID, 200 – 400 attendees

____ **Level 7 (\$675)** - Photo ID Required, 70 – 400 attendees

____ **Level 8 (\$TBD)** -Photo ID Required, 400+, Facility TBD

____ 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.

____ Alcohol will not be allowed at this event.

____ Event Waiver Granted Date: _____ (**Attach Email**)

____ Neither Campus Service Officers or University Police Required

Date Contract due back to Reservations _____

Max Capacity for This Event # _____

Pre-Event Time _____ Event Start _____ Event End _____

Facility Coordinator _____ Date _____

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

(Please Print)

	<u>Name</u>	<u>Sponsor Volunteers</u>	<u>Training Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

ADVISOR NOTIFICATION

Name _____ Phone _____

Email _____

Advisor Signature: _____ Date: _____

Estimated Event Costs:

Pre pay at the UWW Police Services front desk

by _____ (date) in the amount of \$ _____.

Receipt _____ Date _____