

## **Division of Student Affairs Large, Outdoor, and/or Late Hours Event Policy**

**Objective:** The purposes of this Policy are to create a safe environment for event sponsors and the guests attending these activities and to clarify expectations of all entities involved in managing these events including, but not limited to, sponsoring organizations, Student Affairs Employees and University Police.

**Jurisdiction:** This Policy applies to any organization or individual who wishes to use facilities managed by the Division of Student Affairs

### **Definitions:**

- “Event” means any program or event sponsored by any organization (including registered student organizations, residence hall governments, and Greek chapters). This includes parties, dances, musical performances, concerts, speakers, and similar types of events. This does not typically include organization weekly meetings.
- “Facilities” means any building or open area under the management of the University of Connecticut. It will also include off-premise locations if a registered student organization is hosting an event off-site of campus facilities.
- “Large Event” means any program or event where the anticipated attendance will exceed 200 individuals.
- “Late Hours” means any program or event that begins after 9:00 p.m. or ends after 11:00 p.m. Unless otherwise specified, all events must end by 2:00 am.
- “Outdoor Event” means any program or event that is held on University property that is outdoors including fields, parking lots, streets, etc.
- “Sanctioned Event” means any event or program that has been authorized by any department within the Division of Student Affairs.
- “Sanctioning Office” means the department within the Division of Student Affairs granting approval for the event or program to occur.
- “Student” means any graduate or undergraduate student currently enrolled at the University of Connecticut.
- “Student Organization” means any registered student organization at the University of Connecticut that has completed all requirements for recognition by the registering department (Student Activities, Residence Life, etc.).
- “Student Organization Advisor” means the individual University of Connecticut staff or faculty member listed as the official advisor on all registration materials.
- “University” means the University of Connecticut.
- “University Property” means any building or open area under the management of the University of Connecticut.
- “Venue” means any location where an event or program will be held.

### **Conditions for Sanctioned Event**

#### **Guest Policy**

- Photo ID is required for all guests. All guests must present a College/University ID or show proof that they are 18 years of age. If children (under the age of 18) are permitted at an event, they must be accompanied by a parent or guardian.

### **Guest Policy for Late Night Parties**

- Guests are limited to current UConn students and their guests. Each UConn student may bring up to ten guests to a party. The Sanctioning office will verify the individual is a current UConn student by checking their UConn ID using a One Card swipe machine.
- An entire party must be present to enter a party. Partial groups will not be admitted and additional guests cannot enter after the UConn host has entered.
- The Sanctioning office will record in a database each UConn student and their guests. The Sanctioning office will also verify that each guest has a photo ID and scan the ID.
- Guests are expected to follow all University guidelines and the UConn student will be held responsible for the conduct of their guests at the event.

### **Staffing**

- Organization representatives identified on all event or program-related materials (reservation confirmation, catering confirmation, etc.) must be present at the event at all times. Additional organization representatives may be required by the Sanctioning Office within the Division of Student Affairs.
- The Student Organization Advisor may be required to be present at the event at the discretion of the Sanctioning Office within the Division of Student Affairs.
- Additional full-time staff from the Sanctioning Office may be required at the discretion of the department i.e. Student Union may require Student Union staff to be present at the event.
- Organization representatives will be required to collect all entrance fees from guests (if applicable) and Sanctioning Offices will verify that guests have photo identification on their persons prior to entrance if required for admission.

### **Staffing For Late Night Parties**

- The Student Organization Advisor **MUST** be present for the duration of the event, from the pre-event security meeting to the end of the event.

### **Security**

Depending upon the nature of the event, determined by elements including but not limited to the number of participants, the desired location, the type of event, the time of the event, admission policy (open or closed), the history of previous events, the marketing plan for the event, the University status of the group, etc. varied levels of security may be required. The security required may include but is not limited to University Staff, Student Organization Advisors, University Police, Private Event Security, Bag Searches, Wrist Bands, and/or Re-admittance Policies as defined below.

- Police: University of Connecticut Police Officers assigned specifically to the event.

A minimum of two officers are required for a minimum of four hours of service time for Large or Late Hours Programs with a closed admissions policy i.e. attendance is limited to University of Connecticut students, faculty and staff. This requirement may be waived by the Sanctioning Office based on the information provided about the event.

Additional officers may be required based on the size of event, venue, admissions policy, marketing plan, etc. The decision to require additional officers will be made by the Sanctioning Office and University of Connecticut Police Department.

The Event Services Staff of the Student Union will coordinate all requests for Police Officers. The Sanctioning Office staff will contact the SU Event Services Office at least 3 weeks in advance to arrange for police security.

Student organizations are required to pay 40% of University Police fees. The Sanctioning Office will pay the remaining 60% of the University Police fees. Non-student organizations will pay 100% of University Police fees.

- Private Event Security: A private security agency approved by the University of Connecticut Police Department.

Private security officers are required for Large or Late Night Programs with an open admissions policy i.e. attendance is expected to include individuals with no affiliation with the University of Connecticut. This requirement may be waived by the Sanctioning Office based on the information provided about the event.

The number of private security officers will be based on the size of the event and venue location by the Sanctioning Office in cooperation with the University of Connecticut Police Department.

The Event Services Staff of the Student Union must be notified when private security officers are required by the Sanctioning Office staff and be provided with a copy of the contract between the student organization and the private security agency at least 2 weeks in advance of the event. The SU Event Services Staff will notify the University of Connecticut Police that an approved private security agency is scheduled for an upcoming event.

Organizations negotiate and sign contracts with approved private security agencies and are required to pay 100% of private security staff fees.

- Bag Searches: All guests at Large or Late Hours programs will be required to open bags, purses, backpacks, pockets, etc. at the request of University of Connecticut Police or Private Security Officers. Individuals failing to comply with the request will be asked to leave the event.
- ID Checks: All guests at Large or Late Hours programs are required to show photo identification prior to entrance to the event. At any time during the program, guests may be required to show identification at the request of University of Connecticut Police or Private Security Officers. Individuals failing to comply with the request will be asked to leave the event.
- Pat Downs: Private security officers will pat down guests to search for items restricted from venues e.g. weapons, beverage containers, medications, drugs, etc. Guests will select a gender-specific pat down area and searches will be conducted by gender-specific security officers. Private security officers may also use metal-detector “wands” to assist in this security check-in area.

- Wristbands: Once a guest has completed the entrance process, the Sanctioning Office staff will place a wristband on the guest to indicate compliance with all security requirements. Wristbands are provided free of charge to student organizations. The Student Union will supply the Sanctioning Office with the wristbands at no cost however the wristbands must remain under the control of the Sanctioning Office at all times. The number of wristbands issued for each event is determined by the Sanctioning Office based on the established room capacity for each venue. All guests (including student organization representatives, speakers, performers, stage crew, etc.) must receive wristbands.
- Re-admittance Policies: Wristbands are issued once. If a guest leaves an event prior to the end of the program, a new wristband will not be issued to maintain capacity. Once an event has sold out, no additional entrance will be permitted even if a guest surrenders his or her used wristband.
- For Late Hours programs extending past 11:00 pm, a cut-off time of 11:30 pm will be established for admission to the program. This includes re-admission. If a guest leaves the program after 11:30 pm, s/he will not be re-admitted even if a wristband is displayed.

All Participants are required to comply with federal, state and local law as well as all relevant University policies, including The Student Code.

### **Event Protocol**

Organizations will submit a Student Union Event Services request form found at <http://www.studentunion.uconn.edu/reservations.html> for all Student Affairs reservable space. This is the first step in the process and will be used to hold space only.

Student organizations will schedule an event planning and registration meeting with the Student Activities Program Office, Office of Fraternity and Sorority Life, Residence Life, or other Sanctioning Office.

The organization and the Sanctioning Office will discuss and determine details of the event. The organization representative present at the planning meeting must be in attendance at the event. Topics will include:

- Date, time, location, etc.
- Purpose of the event
- Admissions Policy, ticket sales, handling money
- Emergency information
- Contracts, agreements, permits, etc.
- Risk Management including security and staffing
- Logistics (Room, A/V, food, rain location, etc.)
- Estimated budget
- Planning timeline and checklist

At the conclusion of the meeting, the Sanctioning Office will sign the event registration form. This form must be provided to the Student Union Event Services Office or other Student Affairs Department, responsible for the program venue that will plan and produce the program.

### **Day of Event Logistics**

The organization representative must attend a pre-event meeting on the date of the program no later than thirty minutes prior to the start of the event. This meeting will also be attended by a representation of the Student Affairs Department responsible for the event's production and a representative from all security groups if applicable. During this meeting, all policies and procedures will be reviewed as well as expectations for all guests. Posters outlining these policies and expectations will be displayed at all events and will be provided by the Sanctioning Office.

### **Post Event Review**

The organization representative and the Sanctioning Office Representative will schedule a post event meeting to review the program. This should take place within two weeks of the event's conclusion and will be arranged by the Sanctioning Office.

**Method of Compliance:** The Vice-President of Student Affairs or designee shall review this policy annually and provide guidance on the interpretation of this policy.

**Approval Date:** January 22, 2009; updated June 2010; updated January 2011

