


Name of Policy: <u>Social events, major events, and non-social events</u>		 <p>Revision date: March 17, 2017 Original effective date: December 7, 2011</p>	
Policy Number: 3364-30-06			
Approving Officer: President			
Responsible Agent: Senior Vice President for Student Affairs			
Scope: All Campuses Registered Student Organizations			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo (UT) has the responsibility to maintain a safe and secure environment for the campus community in all of its facilities.

(B) Purpose of policy

This policy has been adopted to insure equitable treatment and a safe, secure environment among registered student organizations that wish to host an event on campus.

(C) Scope

The University of Toledo registered student organizations as defined by the Office of Student Involvement and Leadership are eligible to host an event. See policy 3364-30-12 Student organizations for the appropriate process to follow for becoming a registered student organization.

(D) Social, major, and non-social events

Events hosted by registered student organizations may fall into three categories at the University of Toledo: Social events, major events, and non-social events.

(E) Social events

(1) Social events are defined as large crowd/high impact, interactive activities that include a combination of two or more of the criteria below, and based on an assessment by the Office of Student Involvement and Leadership:

- (a) Alcohol is served
- (b) More than 100 attendees
- (c) Music/dancing focus
- (d) Non-UT students in attendance
- (e) Outdoor event
- (f) Event goes past midnight
- (g) Thursday, Friday, or Saturday night event
- (h) Cash is collected at event

(2) Reservation process

All registered student organization sponsored social events at the University of Toledo must have a student organization event registration form completed no later than twenty-eight business days prior to the event. Event registration forms may be obtained online from the Office of Student Involvement and Leadership, and the student union office. Exemption to the twenty-eight business day deadline may be granted under extenuating circumstances by the Office of Student Involvement and Leadership.

(3) Social event procedures

Advertising

All advertisements for on campus purposes must be approved by the Office of Student Involvement and Leadership.

(4) Participants

- (a) All university students attending a UT social event must follow all university policies, including federal, state, and local laws. Attendees who are university students must show valid university identification.

- (b) University students are permitted to bring one guest to events. The guest must sign in on the guest list, and must show a valid picture identification (driver's license or state identification). The student must accompany the guest at sign in. The guest list will include the guest's name and the university student accompanying them. All guests who are non-UT students must also comply with all university policies, including federal, state, and local laws. All guests (non-UT students) must be eighteen years or older, or accompanied by an adult twenty-one years or older, and their names must be identified on a guest list. Staff will determine if an event is required to be eighteen years or older (unless a current UT student with a waiver on file) based on the risk assessment.
- (c) University students are responsible for their guest's behavior.
- (d) Per the assessment of the event by the Office of Student Involvement & Leadership, guest parameters will be established. Such factors may include guests presenting an identification and signing a guest list before attending an event.

For all events open to the public, all guests must have a valid identification.

(5) Procedural information

All registered student organizations will be required to hold an event planning meeting approximately two weeks before the event to discuss event logistics with the Office of Student Involvement and Leadership, University of Toledo Police and/or Security Department (UTPD), grounds, and others depending on the assessment of the event.

- (a) All major event rules will be posted on the doors to the event location and at the check-in table by staff members of the Division of Student Affairs. The signs will state the following as applicable:

- (i) UT Students permitted with valid UT identification.
  - (ii) Disruptive behavior is not tolerated.
  - (iii) Alcohol, controlled substances, weapons, etc. are not allowed.
  - (iv) Metal detectors in use.
  - (v) Once you have entered the event, you will not be allowed to re-enter the event once you leave unless you have purchased a second ticket (pending space is still available).
- (b) Every event attendee must have a wristband on at all times. Wristbands are issued to attendees upon admission to the event and are provided by the Office of Student Involvement and Leadership. These numbers are for the total attendance at the event.
- The total number of wristbands issued to an event will be based on the number of projected attendance and the number of officers assigned to the event. If the projected attendance estimate is lower than the allowed maximum stated above, the estimate will be utilized as the official projected attendance when officers are assigned and wristbands allocated. Students organizing the event will be counted in the number of wristbands allowed and must have a wristband on at all times. The total number of wristbands allowed will be determined based upon the allowed occupancy at that location. Only one wristband will be issued per person.
- (c) Entrance into event location may have roped off lines for entry.
  - (d) Every registered student organization sponsoring a social event must identify a primary point person and three event assistants. These individuals must be members of the organization and currently enrolled UT students. The primary point person and three event assistants will wear

name tags and a lanyard identifying them. The Division of Student Affairs will have staff members present and working every social event, based on the Impact Assessment by the Office of Student Involvement and Leadership. In addition, the registered student organization advisors must be present for the duration of the event. The primary point person, advisor, and three event assistants will support and assist the staff present in regard to all matters pertaining to the event.

- (e) A pre-event meeting will be held thirty minutes prior to the starting time of the event. For events in the student union, attendees will include the student union building manager, the Division of Student Affairs lead staff working the event, the point person for the registered student organization hosting the event, along with three event assistants from that registered student organization, the registered student organization advisor, and the UTPD Police and/or security officers assigned to the event. For events held outside of the student union, building/facility staff where the event is being held may attend the pre-event meeting in lieu of the student union building manager. The purpose of this meeting is to review policies, procedures and expectations for the event. Necessary contact information, such as names and roles of event point persons, will also be shared at this meeting.

(6) Safety measures

- (a) The following criteria are utilized to assist in determining the type of security needed:
  - (i) Purpose and location of the event
  - (ii) Activities occurring during the event (dancing, music, etc.)
  - (iii) Type of event (performer or entertainment)
  - (iv) Admission fee is collected (prior to event or at the door)
  - (v) Whether alcohol is served
  - (vi) Past history of violation of the student code of conduct or police and/or security involvement

- (vii) An internal or external critical incident or event that may adversely impact the safety and security of the event participants, patrons or venue
  - (viii) Estimated attendance at the event
  - (ix) Seated, unseated or combined seated and unseated event
  - (xii) Start time
  - (xiii) Advertisement of the event – on campus, off campus or combination of on and off campus
- (b) Police and/or security will be determined by the Office of Student Involvement and Leadership, in consultation with UTPD. The officers will be paid an hourly rate by the university for which the registered student organization must reimburse the university. The estimated total number of police and/or security officers required for each event is determined by the impact level of the program and the following additional criteria: one officer and/or security staff per two hundred fifty attendees, not to exceed six, unless the event is deemed as high risk, in which more officer may be assigned regardless of the projected attendance. The number of attendees estimated for the event must be as accurate as possible. Attendees admitted will be based on number of officers working the event. Registered student organizations will be informed of the approximate cost for the police and/or security at the event planning meeting. Student organizations are responsible for the payment of police and/or security officers assigned to work the event. The police and/or security officer's specific responsibilities will be defined and detailed at the pre-event meeting held thirty minutes prior to the start of the event.
- (c) In the event that a problem/issue/action occurs at the event that may result in a question of safety, the police and/or security officer in charge will make the determination of whether or not to end the event. The police and/or security may consult the Division of Student Affairs lead staff on duty regarding the decision to end an event. This decision will be the final decision and event organizers must take the appropriate actions to terminate the event.

- (d) The registered student organization hosting the event will be charged for security beginning one-half hour prior to the opening of doors. Police and/or security and staff will remain on site until all attendees have left the event area.
  - (e) If the event is cancelled five working days or more before the scheduled time, no security expenses will be incurred. Events cancelled with fewer than five working days' notice will require the payment of one hour of pay to each officer assigned. Events cancelled on the day of the event will require payment of two hours of pay to each officer assigned. If it is determined at event time that the officers are not needed, they will be paid a minimum of three hours pay.
  - (f) The use of metal detectors/detection devices may be required at events to ensure the safety of event attendees. The Office of Student Involvement and Leadership, in consultation with UTPD will determine the usage of metal detectors/detection devices at events based on the criteria listed in section (4) (a). This determination will be made at the event planning meeting. The police and/or security officers or Division of Student Affairs staff working the event will coordinate the use of metal detectors/detection devices. There will be no costs associated with the use of metal detectors/detection devices.
- (7) Event costs/money handling
- (a) Registered student organizations sponsoring events on the University of Toledo campus will be required to cover all costs incurred with their events. These costs will vary by event and will be determined upon approval of the event.
  - (b) A registered student organization must deposit all money collected at a social event via the student union office procedures if any of the following applies:
    - (i) The registered student organization is majorly funded, meaning that it is fully funded through the student activities committee, has its own index (account

number), and is not permitted to have an outside bank account

- (ii) It is a traditional university sanctioned event (e.g., Homecoming, Songfest, RockeTHON)
- (iii) Security is assigned to the event by the University of Toledo Police and/or Security Department, unless all estimated costs (e.g., security, tech/building support, equipment rental) are paid in advance or arrangements have been made to deposit the amount of the estimated costs with money collected at the event (if additional costs are incurred beyond the estimated costs, the organization will be billed after the event and held responsible for payment)

If security is not assigned to the event by the University of Toledo Police and/or Security Department, to ensure students safety, your registered student organization must have an UTPD escort to your point person's (money holder) vehicle. The Office of Student Involvement and Leadership will provide the necessary information to make these arrangements through the assessment process, as determined at the pre-event meeting.

- (iv) Exceptions to any of the above must be approved in advance by the dean of students
- (c) Even if a registered student organization does not meet the requirements to mandate a deposit, the organization can (and is encouraged to) request a deposit during the pre-event meeting.
  - (d) The registered student organization point person, the Division of Student Affairs staff on hand and the UTPD police and/or security officer working the event are responsible for completing the deposit as determined at the pre-event meeting. For events that are held outside of the student union, the registered student organization point person and the Division of Student Affairs staff working



the event should contact the University Police and/or security department for assistance in entering and making a deposit within the student union building as determined at the pre-event meeting. Any deposited money will remain with the university until all event expenses are paid. Then, a university issued check will be given to the organization for the remaining funds.

- (e) Up-front funds used in the cash box must be determined prior to the event at the pre-event meeting. If a registered student organization provides the up-front funds, that amount will not be deposited with other funds collected at the event.

#### (8) Reimbursement of security costs

- (a) Registered student organizations may be able to request up to thirty-three per cent return of the cost of security by completing the social event security reimbursement form and turning it in to the Office of Student Involvement and Leadership. The completed reimbursement form must be submitted to the Office of Student Involvement no later than seven days after the event is completed. Upon verification of an incident free event by the Office of Student Involvement and Leadership, the social event security reimbursement form will be forwarded to the dean of students or designee.
- (b) Reimbursement will be processed only when an event has occurred and only if the event is incident free. Meaning that there were no incidents that required security intervention, and that all processes were followed by the registered student organization. Exemption will be made in extenuating circumstances.
- (c) The reimbursement decision made by the dean of students or designee is final.

(9) Compliance

- (a) All activities associated with the event must follow all university policies and procedures as stated in the student handbook, the student organization manual, and/or any other University of Toledo policy.
- (b) Failure to comply with any of the procedures listed above may result in
  - (i) the event being cancelled, stopped, or shortened.
  - (ii) violation of the student code of conduct.

(F) Major events

- (1) Major events are concerts and other programs large enough and of sufficient importance to require the use of a facility with a capacity of five hundred people or more are termed major events in the context of this policy.
  - (a) Reservations will be made in accordance to the policies of that specific facility.
  - (b) Any concert or similar event that is organized by students must be sponsored by a registered student organization. The registered student organization must be able to provide proof that they are financially able to sponsor the event to the Office of the Dean of Students or designee.
  - (c) The use of the name of The University of Toledo must be in conjunction with the name of the registered student organization; e.g., the Campus Activities and Programming at The University of Toledo, according to the Student Organizations Policy 3364-30-12.
  - (d) A registered student organization may co-sponsor a major event with a promoter provided that the above regulations and all university policies are followed.
  - (e) The contract process must begin in the student union office, ten weeks prior to the event date. Exceptions may be made for

certain conditions at the discretion of the dean of students or designee.

- (f) The registered student organization shall use a university-approved contract template. The senior vice president for student affairs must approve and sign all contracts. The contracts must reach the office two weeks prior to the event. Features of a contract may be reviewed with the university legal counsel.
- (g) The appropriate university office shall review any contract for substantive reasons and the protection of the sponsoring group, if it is deemed necessary.
- (h) Any sponsoring group is entitled to any profit that is realized from a major event, after expenses, and is also responsible for any loss.
- (i) Student tickets shall be purchased only upon presentation of a validated student identification card and these tickets are not transferable.
- (j) Security for major events held on campus will be determined by the University of Toledo Police Department (UTPD) and the appropriate facility management office, in consultation with the Office of the Dean of Students or designee. UTPD will have the responsibility of assuring the health and safety of those patrons attending an event.

(G)Non-Social events are events are:

- (a) No alcohol is served
- (b) No more than one hundred attendees
- (c) No music/dancing focus
- (d) Only UT students in attendance
- (e) Indoor/outdoor
- (f) Does not go past 12:00 am (midnight)
- (g) Not hosted on a Thursday, Friday, or Saturday night event
- (h) Where no cash is collected at event.

(1) Reservation process

The reservation process for social and non-social events are the same as outlined in this policy.

(2) Non-social event procedures

(1) Advertising

- (a) All advertisements for on campus purposes must be approved by the Office of Student Involvement and Leadership.

(2) Participants

- (a) All UT students attending a UT non-social event must follow all University policies, including federal, state, and local laws.

(3) Compliance

- (a) All activities associated with the event must follow all university policies and procedures as stated in the student handbook, the student organization manual, and/or any other University of Toledo policy.
- (b) Failure to comply with any of the procedures listed above may result in
  - (i) the event being cancelled, stopped, or shortened.
  - (ii) violation of the student code of conduct.

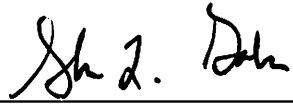
(H) Outside Speakers and Performers

The University of Toledo encourages a spirit of free inquiry and timely discussion of a wide variety of issues, provided that the views expressed are stated openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available.

Therefore, registered student organizations are encouraged to invite speakers and performers to the campus to address meetings subject only to the following provisions:

- (a) The speaker or performer must not urge the audience to take action which is prohibited by the rules of the university or which is illegal under federal, state or local law. Advocating or urging the modification of the government of the United States or of the state of Ohio by violence or sabotage is specifically prohibited. It is the responsibility of the officers and advisers of the sponsoring student organization to inform speakers and performers of these prohibitions.

Sponsorship must be by a registered student organization which has been registered under the general regulations administered by the Office for Student Involvement and leadership of the university. Any registered student organization violating the provisions of this regulation is subject to the procedures and sanctions applicable to students and registered student organizations that violate other university policies.

<p>Approved by:</p>  <hr/> <p>Sharon L. Gaber, Ph.D. President</p> <p>March 17, 2017</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Senior Vice President for Student Affairs Dean of Students, Chief of Police</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-30-06, effective date December 7, 2011</i></li> <li>• <i>Previous 3364-30-13, Student Sponsored Major Events, effective date December 20, 2011</i></li> <li>• <i>Previous 3364-30-14, Policy on Outside Speakers and Performers sponsored by students, previous effective date December 20, 2011</i></li> </ul> <p>Initial effective date: December 7, 2011 Review/Revision Date: March 17, 2017 Next review date: March 17, 2020</p>
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