Name of Policy: Social events policy

Policy Number: 3364-30-06

Approving Officer: Vice President for the Student Experience

Responsible Agent: Dean of Students

Scope: Main Campus Student Organizations

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Original effective date: December 7, 2011

(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 student organizations who wish to host an event on campus.

(C) Scope

University of Toledo recognized student organizations as defined by the Office of Student Involvement are eligible to host an event. See policy 3364-30-07 Student organizations for the appropriate process to follow for becoming a recognized student organization.

(D) Definition of UT Student organization event

Events may fall into two categories at the University of Toledo: Social events and non-social events.

(1) Social Events are defined as large crowd/high impact, interactive activities including but not limited to dances, concerts, social mixers/parties, and after parties.

(2) A Non Social Event may include but is not limited to conferences, lectures, speakers, philanthropic activities and recitals. Determination of the category an event falls into is made by the staff within the Office of Student Involvement.
Reservation process

(1) All student organization sponsored events at The University of Toledo must have a Student Organization Event Request Form completed no later than twenty-one (21) days prior to the event. Event Forms may be obtained from the Office of Student Involvement. Exemption to the twenty-one (21) day deadline may be granted under extenuating circumstances by the Office of Student Involvement.

(2) Upon submission of the Student Organization Event Request Form, based on the nature of the event, the Office of Student Involvement will determine if the event fits the criteria for a Social event. If it does, the student organization will need to complete the Student Organization Social Event Form, and the following procedures will be in place.

Social event procedures

Advertising

(a) No advertising (posters, flyers, radio, etc.) may be placed off campus, unless approved in advance of the event by the Office of Student Involvement. In addition, all advertisements for on campus purposes must be approved by the Office of Student Involvement.

Participants

(a) Attendees must be University of Toledo students and show a valid UT identification. In addition, each UT student is permitted to bring one (1) guest to the event. Guests must be 18 years or older, must sign in on the guest list, and must show a valid picture identification (Driver’s License or State ID). The student must accompany the guest at sign in. The guest list will include the guest’s name and the UT student accompanying them.

(b) UT students are responsible for the guests’ behavior.

(c) All IDs will be checked and scanned using the video equipment available from the Student Union Administrative Office. A staff member of the Division of Student Affairs will approve and scan the IDs.

Procedural information

(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:

(i) UT Students permitted with valid UT ID.

(ii) One guest per student permitted upon sign-in, who is 18 or older with valid photo identification.
(iii) Disruptive behavior is not tolerated.

(iv) Alcohol, controlled substances, weapons, etc. are not allowed.

(v) Metal detectors in use.

(vi) Once you have entered the event, you will not be allowed to re-enter the event once you leave.

(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. Pre-sale of tickets/wristbands is not permitted; they will only be sold at the time of the event. For events held in the Student Union, the maximum number of wristbands allowed is as follows: Auditorium- 600; Ingman Room- 350. 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. For events in other locations, 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 will have roped off lines for entry. The ropes will be provided by the Student Union.

(d) Every organization sponsoring a social event must identify a primary point person and three (3) 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 minimally two (2) staff members present and working every social event. The primary point person 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 30 minutes prior to the starting time of the event. Attendees will include the Student Union Building Manager, the Division of Student Affairs lead staff working the event, the point person for the student organization hosting the event, three event assistants, and the UTPD Police Officers assigned to the event. 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.

(4) Safety measures

(a) The following criteria are utilized to assist in determining the type of security needed:

(i) Purpose of the event
(ii) Admission fee is collected (prior to event or at the door)
(iii) Whether alcohol is served
(iv) Past history of violation of the student code of conduct or police involvement in resolving incidents within the last year or when similar organizational event was last held
(v) An internal or external critical incident or event that may adversely impact the safety and security of the event participants, patrons or venue
(vi) Estimated attendance at the event
(vii) Seated, unseated or combined seated and unseated event
(viii) Start time
(ix) Advertisement of the event – on campus, off campus or combination of on and off campus

(b) Police security will be determined by the Office of Student Involvement, in consultation with the University of Toledo Police Department. Officers who work the event will be paid an hourly rate by the student organization sponsoring the event. The estimated total number of police officers required for each event is determined by the impact level of the program and the following additional criteria: One officer per 100 attendees, not to exceed 6 officers. 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. The number of police and total hours will be stated in the Student Organization Event Form. Student Organizations will be informed of the approximate cost in advance to assist the organization with budget planning. Student organizations are responsible for the payment of police officers assigned to work the event. The police officers specific responsibilities will be defined and detailed at the pre-event meeting held 30 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 officer in charge will make the determination of whether or not to end the event. The police 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 student organization hosting the event will be charged for security beginning ½ hour prior to the opening of doors. Police and staff will remain on site until all attendees have left the event area.

(e)  If the event is cancelled 5 working days or more before the scheduled time, no security expenses will be incurred. Events cancelled with fewer than 5 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 2 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. If the officers are there for a period exceeding one hour and it is determined that they are not needed, each officer will be awarded the full amount of pay for the event.

(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 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 pre event meeting. The police 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.

(4)  Event costs/money handling

(a)  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)  If money is received in any manner, it must be deposited at the end of the event through the deposit procedures with the Student Union Office. All recognized student organization hosting events at UT must deposit money collected with the University the night of the event. The student organization point person, the Division of Student Affairs staff on hand and the UTPD Police officer working the event are responsible for completing the final deposit during the final money drop as determined at the pre event meeting. For events that are held outside of the Student Union, the student organization point person and the Division of Student Affairs staff working the event should contact the University Police Department for assistance in entering and making a deposit within the Student Union building as determined at the pre event meeting. The money will remain with the University until all event expenses are paid. Then, a University issued check will be given to the organization reflecting their profit.
(c) Up-front funds used in the cash box must be determined prior to the event at the pre-event meeting. The agreed upon amount will not be deposited with other funds collected at the event.

(5) Reimbursement of security costs

(a) Student organizations may be able to request up to 33% return of the cost of security by completing the Social Event Security Reimbursement Form and turning it in to the Office of Student Involvement. The completed reimbursement form must be submitted to the Office of Student Involvement no later than 7 (seven) working days after the event is completed. Upon verification of an incident free event by the Office of Student Involvement, the Social Event Security Reimbursement Form will be forwarded to the Dean of Students.

(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. Exemption will be made in extenuating circumstances.

(c) The reimbursement decision made by the Office of Dean of Students is final.

(6) Compliance

(a) All activities associated with the event must follow all UT policies and procedures as stated in the Student Handbook, the Student Organization Manual, the Greek Procedures Manual and/or any other University of Toledo publication.

(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.
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<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<tr>
<td>/s/ Kaye Patten Wallace</td>
<td>• 3360-30-17 Social events policies, former Main Campus policy, previous effective date August 1, 2003</td>
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<tr>
<td>Vice President for the Student Experience</td>
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<td>December 7, 2011 Date</td>
<td>Initial effective date: December 7, 2011</td>
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<tr>
<td>Review/Revision Completed by:</td>
<td>Review/Revision Date:</td>
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<tr>
<td>Vice President for the Student Experience, Dean of Students, Chief of Police</td>
<td>Next review date: December 7, 2014</td>
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