University of California, Santa Cruz

Major Events Policy

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Student Affairs Division

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*This policy last updated on December 8, 2006. Policy will be scheduled for review every three years henceforth. Policy stewardship resides with the Associate Vice Chancellor/Dean of Students, Student Affairs.
University of California, Santa Cruz, Student Affairs Policy: Major Events Policy

Policy
All major events must adhere to the conditions for approval and execution as stated in this policy. Dances must further meet additional policy provisions. This policy is a supplement to the stipulations articulated in the UC Santa Cruz Student Policies and Regulations Handbook, as well as any building regulations governing use of particular facilities on the campus. This policy pertains to students and Student Affairs staff/units.

Definitions
Major Events: Public meetings, performances, rallies, social gatherings, concerts, and other activities when over 100 individuals are estimated to attend and for which one or more of the following conditions apply:
1) The complexity of the event requires the involvement of more than one campus administrative unit
2) The event affects campus safety and security or significantly affects campus services (including kiosk guards, service roads or parking)
3) The event may interfere with other campus functions or activities
4) All dances (regardless of attendance)

While the presence of any of these conditions (#1-4) automatically renders an event be considered a major event, the following may also be considered:

a) Outdoor amplified sound is requested
b) Type of advertising (breadth of distribution)
c) Past history of the event or similar event
d) Location/capacity of facility where event is held
e) Anticipated ratio of UCSC to non-student participants (e.g. estimated number of students from other institutions, minors, and non-affiliated individuals)
f) Time of day or night

Sponsor: A Student Affairs Division administrative unit that accepts responsibility for planning, organization, execution, expenditure of funds, and assures the collaboration with the Facilities Manager to make sure that all security concerns are addressed and all applicable laws and university regulations and policies are followed. The Sponsor is responsible for determining whether or not the event is a major event, based on these criteria.

Facilities Manager: A staff member specifically charged by the administrative unit head with the responsibility for scheduling, event monitoring, facilities set up, and management of the facility to insure adherence to university regulations and applicable laws.

Student/Campus Organization: An individual student or a Registered Campus Organization wishing to host a major event must work in conjunction with a Sponsor (defined above, e.g., Student Organization Advising and Resources (SOAR), or a College Programs Office).

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University of California, Santa Cruz, Student Affairs Policy: Major Events Policy, Continued

Effective date: March 7th, 2007

Who is affected: All students, student organizations and campus unit/department wishing to propose a major event. This policy also applies to all events to be held in any campus facility.

Rationale: To provide for proper safety, security and management of major events at the university.

Provisions: General provisions of this policy are contained in the following Conditions for Approval and Execution of Major Events and Additional Policies Governing Dances.

Violations: Violation of any of these policies, or any university rules and regulations governing use of campus facilities, may result in disciplinary action. Also, financial responsibility for any costs resulting from violations is detailed below.

Consequences of violations: The disciplinary process for students is outlined in the UC Santa Cruz Student Policies and Regulations Handbook. In the case of a Registered Campus Organization, the consequence of violating Major Events Policy may include the loss of organizational privileges and/or revocation of organizational status. Additionally, university officials may terminate events.

Exceptions: Exceptions to portions of this policy require the unanimous consent of the Sponsor, the Facilities Manager and University Police.

Contact: Division of Student Affairs 459-4446

Related policies: UC Santa Cruz Student Policies and Regulations Handbook, as well as any building regulations governing use of specific facilities on the campus.
Conditions for Approval and Execution of Major Events

Sponsorship
In order for a campus unit/department to sponsor a major event, the approval of the unit head or authorized designee is required. Registered Campus Organizations must provide an Event Approval form signed by their Student Organization Advising and Resources Program Manager. If a campus unit/department other than Student Organization Advising and Resources wishes to sponsor an event on behalf of a Registered Campus Organization, that unit assumes complete responsibility and must make appropriate arrangements as outlined below with facilities management.

NOTE: Sponsorship of events initiated by non-campus affiliated groups requires special attention. In addition to the regular process that all campus events must follow, Sponsors must complete the “Application and Agreement for Use of UCSC Properties by Non-University Organizations” form SC36. This requires sufficient advance planning time to secure approval by some/all of the following (depending on the type of event): Risk Management, Environmental Health and Safety, Campus Facilities, Fire Department, University Police, Business and Administrative Services, the impacted facility (e.g. colleges, Performing Arts, etc.), Student Organization Advising and Resources, and the Vice Chancellor, Student Affairs. All monies for the event will be channeled through the Sponsor’s account. Student Organization Advising and Resources charges an administrative fee if a Registered Campus Organization seeks to have their unit sponsor a major event, dance, or concert initiated by a non-campus affiliated group.

Requirements
A Sponsor must not approve a major event until the following requirements have been met:
- There is sufficient time for appropriate preparations and arrangements to be made, generally a minimum of four to six weeks.
- A budget for the event has been prepared and the funds required for the event have been deposited in the Sponsor’s account.
- Security requirements for the proposed event have been specified.

A Sponsor or Registered Campus Organization may not release publicity about the event until availability of the facility for the proposed event has been confirmed.

Insurance
Depending on the risk(s) associated with the proposed event, the Sponsor may be required to provide additional liability and/or other insurance, naming “The Regents” as additionally insured.

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Conditions for Approval and Execution of Major Events,
Continued

Student Organization Advising and Resources Sponsorship
If Student Organization Advising and Resources sponsors an event, the
Registered Campus Organization will be required to have a minimum of two
authorized representatives (students) present during the entire event. These
representatives shall act as monitors, to assure compliance with all university
regulations during the event. The Sponsor or facilities manager may require
additional monitors, depending on the estimated attendance at the event or
risk(s) associated with it.

Cross Promotion
When promotional literature or other forms of publicity are prepared, they
must clearly state the name(s) of the hosting Registered Campus Organization
and Sponsor(s). Registered campus organizations or others that are not hosts
may indicate their support of an event by using words such as: “In
association with X”; “endorsed by X”; “X encourages you to attend.”

Ticket Sales
Admission charges shall be collected in a manner that complies with Business
The number of tickets sold may not exceed the room capacity established by
the Fire Marshall. Advance ticket sales must be coordinated through the
Sponsor.

Parking
If the Sponsor or Facilities Manager anticipates that attendance at an event
will require more than twenty parking spaces, the Sponsor must notify
Transportation and Parking Services at least three weeks in advance via an
on-line form. Transportation and Parking Services may require the Sponsor
to provide trained volunteer parking monitors or to pay for parking officers to
assist with directing traffic and parking.

Security
The Sponsor must consult with the Police Department concerning any
possible requirements for security coverage for the event no later than four
weeks prior to the event date. Please refer to the Major Event Security
Appendix for guidelines.

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Conditions for Approval and Execution of Major Events,
Continued

**Notification**
The Sponsor will post the event on the Campus Calendar and notify appropriate campus units including: the Police Department, the Fire Department, Campus Facilities and Transportation and Parking Services. The Sponsor may require that information regarding private events *not* be distributed to media.

**Publicity**
Off-campus blanket advertisement via poster, electronic mail, the Internet, radio (including KZSC) or local newspapers must be pre-approved by the Sponsor. Publicity must indicate any restrictions on admission and/or parking. Police notification/consultation is required before advertising for off-campus events.

**Damages and Cleaning**
The hosting Registered Campus Organization or Sponsor is financially responsible for any damages to or for cleaning a university facility or other property, including grounds that occur as a result of the event. In addition, the Sponsor and/or hosting Registered Campus Organization may be held financially responsible to pay the costs of any police officer, cleaning charges or staff member who is required to stay longer than the scheduled time-frame, or the costs of any police officers who may be called to restore order in the event of a disturbance. In deciding whether to assess costs, factors to be considered include, but are not limited to: ticket sales in excess of facility capacity, advertising, negligence, and false or misleading information provided to the Facilities Manager or Sponsor. Billing for damages and/or staff time worked, cleaning charges, should occur in a timely fashion. Student Organization Advising and Resources will transfer any charges to the hosting campus organization.

**Scope**
Events may neither interfere with classes or the orderly operation of the campus, nor unreasonably disturb campus or community residents.

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Conditions for Approval and Execution of Major Events,
Continued

Outdoor Amplified Sound

The peace and quiet of the campus and adjacent neighborhoods should not be disturbed by the amplified sound from events; California Penal Code 415 concerning disturbance of the peace is enforceable by the University Police Department.

The completion and approval of Appendix A (Request for Outdoor Amplified Sound) is required during the planning stage for the event (minimum 3 weeks in advance of event). The following also apply:

1. Outdoor events with amplified sound must be posted on the Campus Calendar.
2. All possible effort must be taken to ensure that the level of amplified sound does not extend beyond the immediate audience.
3. Sound equipment must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. The set should be carefully checked by the Sponsor before the event and monitored during the event by the Sponsor.
4. Outdoor use of amplified sound for non-music events is generally permitted with approval in the areas listed in sections 33.101 of the UC Santa Cruz Student Policies and Regulations Handbook and in accordance with the conditions specified above. All other areas are by exception only.
5. Amplified sound near McHenry Library is not allowed.
6. Outdoor amplification that will extend past 6:00 p.m. should be directed away from the city or nearby residential areas. Outdoor amplification should not extend past 10:00 p.m. unless an exemption is approved by the College Administrative Officer and/or Associate College Administrative Officer or Residential Manager (non-college/residential areas), or as in the case of the Quarry Plaza and entrances of the campus, by the Assistant Vice Chancellor/Dean of Students, as applicable, and posted to the Campus Calendar. Generally, exemptions will be granted for Fridays and Saturdays only. In all exemption cases, the amplified music may not continue past midnight.
7. If the campus receives complaint about the noise from either on or off-campus the amplification must be lowered. If a subsequent complaint is received, the music or other noise must cease.
8. No outdoor amplified sound will be allowed during final examinations periods without approval of the Vice Chancellor of Student Affairs.
9. Contracts or agreements with performers or musicians should contain a statement that allows the Sponsor to regulate the level of amplified sound. When the sound level is excessive, the Sponsor will take the necessary corrective action, which may include, but is not restricted to, cancellation of the event.
Termination of Event

University Police or Facilities Manager reserve the right to terminate any event due to a disturbance of the peace, unlawful activity, violation of university policy, concern for the safety of person or property, or concern for the security of the university.

Additional Concerns

The Sponsor or Facilities Manager may specify further conditions as necessary. Violation of any of these policies, or any university rules and regulations governing use of campus facilities, may result in disciplinary action, as outlined in the UC Santa Cruz Student Policies and Regulations Handbook. In the case of a Registered Student Organization, the result may be the loss of organizational privileges and/or revocation of organizational status.
Additional Policies Governing Dances

Scheduling Dances
All dances must be scheduled with the Sponsor, Facilities Manager and Police, at least four (4) weeks in advance of the event.

Outdoor Amplified Sound
In the case of an outdoor dance or concert, all those who might be affected by the noise of such an event must be notified (via phone call or email to units) three weeks prior to the event.

UCSC Guests
Attendance at dances is restricted to UCSC students, staff, and faculty. Guests of UCSC may participate as follows:

a) The Sponsor, in consultation with the Facilities Manager, may also invite students or student groups from other colleges or universities. The Sponsor or hosting Registered Student Organization must provide a list of the invited institutions to the University Police (for use by the kiosk guards) no later than 5:00 p.m. on the day of the event. Each student from an invited institution must show valid student ID at the kiosk at the entrance to the campus. Each student guest must also sign their name and show their student ID at the entrance to the dance to which they have been invited.

b) The Sponsor, in consultation with the Facilities Manager, may also give approval to the hosting Registered Campus Organization to invite other non-UCSC students or non-students, who are not affiliated with the invited institution(s). However, the sponsor must provide the names of these invited non-UCSC guests to the University Police (for use by the kiosk guards) no later than 5:00 p.m. of the day of the event. All non-UCSC guests must show valid ID (driver’s license, state ID card, or other identification) at the kiosk in order to have their names checked from the guest list.

c) The Sponsor, in consultation with the Facilities Manager, may permit each currently enrolled UCSC student to bring a maximum of three non-UCSC guests. The UCSC student host must accompany their guest(s) at all times and are responsible for providing them with guidance and hospitality.

Guests of Performers
If performers at the event wish to invite a non-UCSC guest, approval by the Sponsor is required in advance. A written guest list with a maximum of two guests per performer must be provided to the Sponsor sufficiently in advance to inform the kiosk guards and facility coordinator.

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Additional Policies Governing Dances, Continued

Publicity
Off-campus advertisement via poster, electronic mail, the internet, radio (including KZSC), or local newspapers is prohibited. Publicity must indicate that student, faculty or staff ID cards are required as well as any other restrictions on admission. All targeted advertising and invitations to groups and individuals from other campuses will clearly state that student ID must be present by all non-UCSC students at the kiosk when entering the campus, and that alcohol is prohibited.

Security
All dances must have at least one University Police Officer or Community Safety Officer present (unless determined it is not necessary per the Exceptions portion of the Major Events Policy), as well as one staff employee assigned by the Facilities Manager or the Sponsor. The Sponsor or hosting Registered Campus Organization will make a request for the required security coverage a minimum of four weeks in advance. Though every effort will be made to schedule security personnel, if this proves impossible, the dance may be postponed or canceled (in consultation with the Sponsor). University Police will notify the Sponsor before the event (minimum of 2 weeks before) if security personnel cannot be on site due to unforeseen circumstances. Officers are scheduled to work for a minimum of three hours and will typically arrive 15 minutes prior to the start time of the event and leave approximately 15 minutes after the end of the event. Community Safety Officers are scheduled to work for a minimum of four hours and will typically arrive 15 minutes prior to the start time of the event and leave approximately 30 minutes after the end time of the event. (Note: There may be a recharge to sponsoring units by either Police or Community Safety Program.)

AOD Compliance
Adherence to the UCSC Alcoholic Beverages Policy For Group Events and to all state and local laws is required. The University reserves the right to refuse admission to or remove from the event any person who is disruptive, intoxicated, disorderly, or jeopardizes public safety.

End Times for Dances
All dances must end at the time determined by the Sponsor and Facility Manager. Generally, dances must end by 1:00 a.m. on Fridays and Saturdays, and earlier on other nights in accordance with the quiet hours for that facility.
Additional Policies for Major Events Held Off-Campus

Policy

Off-campus events require extensive planning and should not be considered except for college-sponsored events. Off-campus major events are subject to the same policies and regulations as on-campus major events, as well as several additional policies regarding security and parking, and other policies specific to the off-campus site. Security and parking are subject to local laws and regulations.

Note: Student Organization Advising and Resources does not sponsor off-campus events.

Campus Consultation Units

Campus Sponsor is responsible for the care, custody and control of the event. The units that must be contacted before holding an off-campus major event include, but are not limited to, the following:

1. Applied Risk Management (insurance required for the facility rental)
2. Environmental Health and Safety (structural integrity and safety of facility, electrical safety, and food sales)
3. Fire Prevention (fire safety inspection if recommended by EH&S after their inspection)
4. Business Services (commercial activities only)
5. Campus Ticket Office (advance ticket sales)
6. Campus Auditor (ticket sales and other sales)
7. Accounting (facility rental, contracts)
8. Purchasing (facility rental, contracts, performance requirements)
9. University Relations (public relations and tax deductible gifts)
10. Contracts and Grants
11. Staff Personnel and/or Student Employment (paying University employees and Fair Labor Practices)

Note: Alcohol use requires the approval of the appropriate University administrator (see Handbook Appendix C, Section II, Subsection 2) and the off-campus facility is required to have a license that permits the sale of alcoholic beverages.
Major Event Checklist

Responsibilities for on-campus major events and dances sponsored through Student Affairs.

Student/Campus Organization:
☐ Generate the idea for the event
☐ Assess volunteer and financial resources
☐ Bring the idea to the proposed sponsoring unit at least FIVE weeks in advance of proposed date
☐ Determine the budget for the event with the Sponsor
☐ Procure the funding
☐ Develop advertising for the event in accordance with all related campus policies and regulations
☐ Organize and implement the event

Sponsor:
☐ Determine if the event is a major event as defined in the Major Events Policy
☐ Assist the student/student organization with the budget
☐ Provide a staff employee to supervise the event (as required)
☐ Contact and partner with the Facility Manager for the event
☐ Contact the University Police and to determine security requirements for the event
☐ Coordinate with Campus Calendar
☐ Contact Transportation and Parking Services and make any required parking arrangements for the event
☐ Approve all advertising for the event in accordance with all related campus policies and regulations
☐ Confirm funding for the event
☐ Manage ticket sales (if any)
☐ Other notifications/approvals (e.g. outdoor noise)

Facility Manager:
☐ Determine if the event is a major event as defined in the Major Events Policy
☐ Assess the cost for the event at the facility
☐ Partner with the Sponsor concerning scope, risks and management of the event
☐ Notify the Sponsor within one week, if possible, of any damages associated with the event
Appendix A: Outdoor Sound

Request for Approval for Outdoor Amplified Sound

Date ____________________

1. Name of organization and/or University unit requesting outdoor sound:

________________________________________________________________________

2. Name and phone number of person authorized to represent organization for this request:

________________________________________________________________________

3. Name(s) and phone number(s) of person who will be present at the event (with responsibility for monitoring and insuring compliance - 2 students if an organization):

________________________________________________________________________

4. Day and Date of event: ___________ Start time: ___________ End time: ___________

5. Description of the event:

________________________________________________________________________

6. Location (be specific):

________________________________________________________________________

7. Description of amplification equipment or devices (i.e. types of speakers, number of amplifiers, etc):

________________________________________________________________________

8. Steps to be taken to ensure that the sound amplification will not disturb others:

________________________________________________________________________

9. Notification (by email or phone, at least three weeks prior to the event) of intended outdoor amplification will be provided to the following: ____________________________

________________________________________________________________________

10. Approval of University representative for affected facilities:

Name of Facilities Manager (print): __________________________ Signature: __________________________
Unit: __________________________ Position: __________________________

Name of Sponsor (print): __________________________ Signature: __________________________
Unit: __________________________ Position: __________________________

Name of Additional Approval (print): __________________________ Signature: __________________________
Unit: __________________________ Position: __________________________