

Office of the University Union Policies and Procedures	Subject: General Building & Campus Policies	Reference: III.F.
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EVENT SECURITY PLANNING POLICY

The University Union staff, along with event sponsors and organizers have the responsibility for taking reasonable precautions to protect the health and safety of the members of the campus community and their guests while participating in events within the University Union. Each applicable event is therefore reviewed using the "Event Security Planning Worksheet" to determine the risks involved, and whether and under what conditions it is appropriate to hold the event in the Union. If the event is appropriate, a level of security shall be established that assures the safety of people and the security of property. The worksheet will be initiated by the Reservations Coordinator working in conjunction with the Assistant Director-Building Services.

The sponsoring organization will be responsible for complying with all specific guidelines set for the event using the planning worksheet. Failure to comply with these established guidelines and all other conditions may result in termination of the event, and/or future event requests. University-affiliated sponsors intended to result in positive net revenue, or non-university event sponsors will be responsible for the cost of additional security at the event or due to the event.

The criteria to be reviewed to establish security levels include:

1. Type of event
2. Size of event - estimated attendance
3. Intended mix and age of audience (i.e. UWGB students only or open to public)
4. Any record or history of security problems at past performances of like events
5. Any record or history of security problems at past events sponsored by the same organization
6. Consistency of advertising and promotion with the intended audience and type of event
7. Proposed alcohol service
8. Past and current campus experience at like events
9. Any other criteria that may be identified as specific to the event

Upon tentative acceptance of the event, required security staffing levels will be established by the Assistant Director-Building Services with consultation with the Office of Public Safety. Security may consist of organization members, staff members, Public Safety Officers, and student employees. Student employees and organization members will be required to complete Event Patrol training coordinated by the Assistant Director.

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If Public Safety Officers are required, that office will be contacted to determine availability. If Public Safety staff are available, the sponsoring organization will be notified that their event will be confirmed subject to the established conditions.