

DRAFT

May 2020

Interim Major Events Policy

(Policy DSS-001)

I. Purpose of the Policy

UC Santa Cruz (UCSC) is committed to ensuring that all persons may exercise the constitutionally protected right of free expression and that there is an ongoing opportunity for the expression of various viewpoints. UCSC is also committed to enabling persons to host a variety of events on University property, thereby enriching the university experience.

Accordingly, UCSC makes available certain facilities for use by staff, faculty, students, alumni, and the community at large. In case of conflicts, the university gives preference of venue to university employees. Each facility has rules for use, which may include fees and other requirements.

In addition to rules issued by individual facilities, UCSC has a strong interest in ensuring that events on campus do not disrupt university functions or activities, pose unreasonable danger to people or property, or conflict with other events.

Producing a Major Event while ensuring freedom of expression, safety, and continuity of university functions requires preparation and planning. The purpose of this policy and the accompanying procedures is to assist in planning successful Major Events on University property while allowing the University to address possible legal concerns and ensure that policies governing freedom of expression, safety, disruption of university business, and other matters are followed.

Therefore, all Major Events on University Property must comply with this policy. Failure to comply with this policy may result in cancellation of the Major Event, discipline, and/or legal liability.

The University will administer this policy without regard to the viewpoint of the Major Event Sponsor or the people performing at or attending the Major Event. This policy may not be used to prevent the lawful exercise of the constitutionally protected rights of freedom of speech or assembly. **Criteria for assessing Events must be applied in a viewpoint-neutral manner.**

II. Definitions

Affiliate: Any person who is a student, officer, official volunteer, employee, Regent, or emeritus of the University of California; or a member of the UCSC Foundation Board or Alumni Council; or a member of a household authorized to reside in University Property.

Dance: Any social gathering meant to promote free movement by attendees to amplified music. This does not include performances during which only the performers are dancing.

Department: Any academic unit (including a college, school, organized research unit, academic center, academic division, or an academic department) or administrative unit of the University of California, Santa Cruz.

Event: Any planned gathering including but not limited to celebrations, Dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences. Events do not include classes, academic conferences, staff meetings, orientations, athletic practices, competitions, or tournaments sponsored by or conducted under the auspices of the University as part of the ordinary operations of the University.

Event Monitor: A University employee on-site during a Major Event that is responsible for ensuring that the Major Events Policy and Procedures are followed at all times.

Event Sponsor: A University Department or affiliated group (e.g. alumni association, foundation board) that is responsible for ensuring that this policy is followed. Examples of Event Sponsors include academic and administrative Departments (including Departments that sponsor on behalf of students, such as Student Organization Advising Resources) and University facilities.

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

Major Event: Events for which any one or more of the following conditions apply:

1. Over 150 individuals are estimated to attend;
2. The Event is likely to significantly affect public safety and security (based on assessment by the UC), or significantly affect general operations or services on campus (including service roads or parking);
3. The Major Event Approval Authority determines that the Event is significantly likely to interfere with other campus academic or business functions or activities;
4. The event is a Dance (as defined by this policy) or a concert featuring amplified sound, at which a majority of the audience is not seated;
5. Alcohol is intended to be served and over 50 people are estimated to attend; or
6. Outdoor amplified sound is requested.

While the presence of any of these conditions (1-6) automatically means that an Event is considered a Major Event, the following may also be considered:

- a) Breadth of distribution of advertising;
- b) Location/capacity of facility where Event is held;
- c) Anticipated ratio of Affiliate to Non-Affiliate, or UCSC student to non-UCSC student, participants;
- d) Time of day or night.

Major Events Approval Authority: The official responsible for approving Major Events and for ensuring compliance with the Major Events Policy and Procedures.

University Property: buildings and grounds that are operated by, or under the control of, the Regents of the University of California.

UCPD: University of California Police Department. Event Sponsors organizing events at UCSC work with the UCSC branch of the UCPD.

III. Areas of Responsibility

Student Success: The Division of Student Success shall be responsible for ensuring compliance with the Major Events Policy and Procedures, by educating campus community members, providing training, and taking corrective action as needed. The Vice Provost for Student Success shall assume the responsibility of **Major Events Approval Authority** and may delegate this authority as outlined in section IV of this policy. The Division of Student Success will maintain the Major Events Policy and Procedures and will oversee the Major Events Approval Process.

Major Events Approval Authority: Major Events Approval Authority shall be responsible for approving Major Events and for ensuring compliance with the Major Events Policy and Procedures. As appropriate, the Major Events Approval Authority shall deny Major Event approval if the applicable policies and procedures have not been followed.

Facilities Manager: The Facilities Manager is responsible for scheduling, set up, and management of a facility to ensure adherence to university regulations and applicable laws. The Facilities Manager will be trained to assess a reservation request, in order to ascertain if the proposed event may be a Major Event.

Event Sponsor: Event Sponsors shall be responsible for costs associated with the Major Event; for the planning, security, and implementation of the Major Event (where planning includes but is not limited to determining the Major Event's program or content and advertising the Major Event); and for collaborating with the Facilities Manager to ensure that all public safety and security concerns are addressed and all applicable laws and university regulations and policies are followed. The Event Sponsor will ensure that the Major Events Policy and Procedures are adhered to during the event planning process and that the appropriate approvals are sought and secured prior to the implementation of a Major Event.

Event Monitor: The Event Monitor (a University employee) will be on-site during a major event and is responsible for ensuring that the Major Events Policy and Procedures are followed at all times.

IV. Detailed Policy Statement

The University reserves the right to classify any proposed Event a Major Event that is subject to this policy, consistent with the definition set forth above.

All events that are deemed Major Events must be approved by the Major Events Approval Authority who is the Designated Official related to this policy. The Vice Provost for Student Success shall serve as the Major Events Approval Authority and may delegate this authority as follows:

- a. Associate Vice Chancellor, Colleges, Housing, and Educational Services
- b. Associate Vice Chancellor / Dean of Students
- c. Assistant Vice Chancellor and Chief of Staff, Division of Student Success
- d. Director, Real Estate Office

All Major Events must have Event Sponsors. To host a Major Event on University Property, Event Sponsors must first obtain permission from the Major Events Approval Authority by complying with the requirements stated in this Policy and follow the Major Event Approval Process given in the accompanying

Procedures. This approval process requires that arrangements for a Major Event begin in time for adequate planning.

Event Sponsors may not publicly advertise or promote a Major Event before receiving approval to hold the Major Event as provided in this Policy and the accompanying Procedures. Submitting an application for permission to hold a Major Event does not guarantee that permission will be granted or will be granted for the date, time, or facility requested.

As a condition of the use of University Property, Event Sponsors agree to be solely responsible for their Major Event, including, but not limited to content, planning, advertising, security, implementation, and cost. The University is not responsible for the content, planning, advertising, security, implementation, or cost of Events organized by Event Sponsors.

Event Sponsors agree to reimburse the University for any damage or injury arising from their Events and agree to defend and indemnify the University from all losses, liabilities, or claims arising from their Events to the extent that the damages or injuries or the losses, liabilities, or claims arise from the negligent or intentional acts of the Event Sponsors or their agents, affiliates, guests, or invitees. The University may provide assistance, guidance, and suggestions to Event Sponsors regarding their Events, but such assistance, guidance, or suggestions will not eliminate, alter, or limit the sole responsibility of Event Sponsors for their Events.

Major Events that are deemed by the Major Events Approval Authority as requiring security plans will be subject to the following requirements: In consultation with UCPD, the Event Sponsor must develop and submit a security plan that addresses foreseeable risks associated with the proposed Major Event. This security plan must be submitted according to the timeline specified in the Major Events Procedures document. The University reserves the right to provide additional security to a Major Event for the protection of public safety or University property. The University will not charge special fees to the Event Sponsor if the University decides to provide additional security over and above the security required of the Event Sponsor under the approved security plan. The provision of additional security by the University does not relieve Event Sponsors from responsibility, including legal liability, for the security of their Events. External security firms hired to work at an Event must be approved by the UCPD. Please see Appendix I of the Major Events Procedures for additional guidelines regarding security plans.

Sponsors must comply with all University policies. Sponsors must have an Event Monitor charged with supervising the Event on-site at all times during the Major Event.

If the University concludes that an Event presents an imminent threat to safety or property or if the Event is not in compliance with all University policies, including but not limited to the requirements stated in this policy, the University may prevent the start of an Event, terminate an Event in progress, or relocate an Event from one place to another.

Nothing in this Policy limits the authority of UCPD or other appropriate law enforcement authorities to declare an unlawful assembly and order immediate dispersal or otherwise enforce criminal laws.

Approval to hold a Major Event on University Property may be denied for any of the following reasons:

(1) The Event would disrupt or interfere with other University business, functions, or activities, or disrupt or interfere with the permitted activities of University Affiliates or invitees.

- (2) The Event would violate the legal rights of other persons, endanger their physical safety, or unreasonably disrupt, interfere, or obstruct viewing or hearing of an expressive activity of another person or group that is in compliance with University policy.
- (3) The Event would obstruct or interfere with the ingress or egress to any University facility or obstruct or interfere with the use of any walkways, roadways, or fire lanes.
- (4) The Event would include any activity that damages or poses an unreasonable risk of damage to the environment (e.g., trees and other vegetation, wildlife) or to property.
- (5) The Event would take place inside or within 100 yards of a University residential hall, dormitory, or apartment during (i) residential quiet hours (between 10:00 p.m. and 8:00 a.m. Sunday through Thursday or between midnight and 10:00 a.m. Friday and Saturday); or (ii) finals week quiet hours (from 10:00 p.m. on the Thursday prior to the start of finals to the end of the quarter).
- (6) The Event would have inadequate logistical, security, or budgeting plans to ensure adherence to University policies, including the requirements of this Policy.
- (7) The Event would violate law, this Policy, or other University policies.
- (8) The requirements of Major Events Procedures have not been followed.
- (9) The request does not comply with the requirements of the facility the applicant wishes to use.
- (10) The request seeks to use a facility that is not available at the date or time requested; in case of multiple requests for one venue and time, priority will be given to requests from University Affiliates.
- (11) The Event Sponsor has not timely (See Section II.C) tendered any required user fee, insurance certificate, or security deposit.
- (12) The request contains a material falsehood or misrepresentation.
- (13) The Event Sponsor has not submitted a UCPD approved security plan.
- (14) Public advertising or promotion of the Major Event has occurred before the Major Event is approved.
- (15) The Event Sponsor or the person on whose behalf the application for permission was made has on prior occasions damaged University Property and has not paid in full for such damage, has other outstanding and unpaid debts to the University, or has previously violated University policy.
- (16) The proposed Event conflicts with other Events, functions, or activities.
- (17) Intended guest count exceeds Fire Marshal-approved occupancy.

Priority for the use of University Property will be given to Affiliates of the University of California. Subject to the requirements of this policy, and to campus regulations and policies applicable to specific facilities, campus facilities may be made available for use by Non-Affiliates, provided those facilities are not needed

by the campus at that time and use by the Non-Affiliate users adheres to University policies, including the requirements given in this policy.

Permission to hold a Major Event on University Property may be denied, or a Major Event may be delayed, if the requirements of this Policy and the accompanying Procedures are not followed. **Approval of an Event will not be based on content or viewpoint anticipated to be expressed during the Event.**

Holding a Major Event on University Property without adhering to the requirements of this policy is prohibited and may result in discipline and/or legal liability for the Event Sponsors and may result in termination of the Event by the University.

Exceptions

Exceptions to any portion of this policy require the approval of the Major Events Approval Authority or designee, in consultation with the Sponsor, UCPD, Facilities Manager, and other relevant parties. For Major Events that have already been approved, exceptions must be requested if an event changes in any of the following ways:

- Increase in attendance
- Change in speaker(s) or performer(s)
- Change of time or location
- Other factors likely to impact campus operations or safety and security

No more than two requests for exceptions may be submitted per event. Exceptions will be considered based on (but not limited to) the following viewpoint-neutral criteria:

- Time-sensitivity of the proposed Major Event (for example, whether the Major Event is a response to unforeseen circumstances such as a natural disaster, death, or current event)
- The anticipated number of attendees and their affiliation
- The available of a suitable venue
- planning and organization needed to ensure safety and security and mitigate impact on campus operations

Appeals

If an Event Sponsor wishes to contest any decision of the University under this Policy and Procedures, the Event Sponsor must submit a written appeal to the appeal authority or designee within seven calendar days of receiving notice of the decision. The appeal authority or designee may conduct an inquiry into the facts and circumstances and will respond to the appeal within ten business days.

Compliance

Any individual found to be in violation of this policy may be subject to disciplinary action in accordance with applicable faculty, staff personnel, or student Code of Conduct policies, including collective bargaining agreements.

Please refer to the UC Santa Cruz Major Events Procedures document for more information.

V. Getting Help

If you need help with ...	Contact ...
Questions related to this policy	Division of Student Success, Assistant Vice Chancellor and Chief of Staff larojas@ucsc.edu , 831-459-1676
Questions regarding security plans and safety planning for major events	UCPD, 831-459-2231
Facility reservations	Facility managers at campus locations
Events sponsored by Non-Affiliates	Real Estate Office Contracts Analyst saamini@ucsc.edu , 831-502-7099

VI. Applicability and Authority

This policy and accompanying procedures apply to Major Events held on the UC Santa Cruz campus and facilities owned or controlled by UC Santa Cruz. They supersede the Major Events Policy dated November, 2017.

This policy and procedures are a supplement to, and in case of inconsistency takes precedence over, the stipulations articulated in the [UC Santa Cruz Student Policies and Regulations Handbook](#), as well as any facility regulations and procedures governing use of particular facilities on the campus.

The campus Vice Provost for Student Success is the campus authority for the Major Events Policy and Procedures, with implementation authority delegated to the Assistant Vice Chancellor / Chief of Staff of the Student Success Division, including the authority to approve exceptions.

This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor on [____]. This policy will be reviewed every five years.

VII. Related Policies/References for More Information

Related Policies and Procedures

[Campus Alcoholic Beverage Policy for UCSC Sponsored Events](#)
[UC Santa Cruz Student Policies and Regulations Handbook](#)

The Regents of the University of California Title V Division 10 Chapter 1 Sections 100000 – 100015
[Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)

Implementation Procedures

Interim Major Events Procedures

VIII. Revision History

[____]: This is a new policy.

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