

**DRAFT**

May 2020

# Interim Major Events Procedures

(Procedure DSS-001)

## I. Procedure Steps/Checklist

### Major Event Approval Procedures

Major Events initiated by **Non-Affiliates** of the University are to follow all directives and procedures outlined by the Real Estate Office in the Event Permitting Process [give URL], in addition to the procedures here.

The following procedures must be followed by all Event Sponsors wishing to hold a Major Event on University Property:

- a. Comply with all University policies and all applicable laws and regulations throughout the Major Event planning and implementation process.

### AT LEAST SIX WEEKS PRIOR TO THE MAJOR EVENT:

- b. Review the Major Events Policy (section II) to determine if the proposed event may be a Major Event. Registered Student Organizations should engage their organization advisor in making this determination and in planning for the Event. The Procedures specified here must be followed only if the Event Sponsor determines that the Event may be a Major Event. In case of doubt, these Procedures should be followed.
- c. Make a preliminary facility hold for the desired location for the Major Event. Please note the following when considering possible facilities for your event:
  - i. Major events may not exceed the maximum room capacity established by the Campus Fire Marshal.
  - ii. A preliminary hold or reservation or indication of availability does not constitute approval of the use of the venue at the proposed date and time. Before agreeing to a request for use, the Facilities Manager is responsible for confirming that the Event Sponsor has satisfied all required University requirements, including those of this Policy and Procedures.
  - iii. Approval of facility use will not be based on content or viewpoint anticipated to be expressed during the event.
  - iv. Final approval requires written approval of the local Facilities Manager and may require the signing of a contract in a form acceptable to the Facilities Manager.
- d. Submit the Major Events Approval Request form [insert url]. The Major Events Approval Authority will respond within three business days. The Major Events Approval Authority may require an event coordination meeting (see f below) before granting or denying approval, and

may consult with other University offices, including without limitation, UCPD, Environmental Health and Safety, Risk Management, and Transportation and Parking Services regarding public safety, logistics, and impacts on other University functions or activities. As a condition of approval, the Major Events Approval Authority may impose conditions or requirements on Major Events undertaken by Event Sponsors.

- e. Complete and submit UCPD Event Assistance Request Form (<https://police.ucsc.edu/services/event.html>). If the University has good-faith concerns about public safety associated with an Event, the University reserves the right to relocate the Major Event to a different venue and/or to a different date or time than what was requested by the Event Sponsor. The University reserves the right to alter at any time without notice the facilities that are available for Events. Event Sponsors may not rely on the availability of a particular venue until the University has given final approval for the Event in writing. See Appendix I for more information.

**AT LEAST FIVE WEEKS PRIOR TO THE MAJOR EVENT:**

- f. If so directed by the Major Events Approval Authority, schedule an event coordination meeting to exchange information about the event and discuss logistical expectations with the appropriate campus units about the event, including but not limited to, if applicable: UCPD, Campus Fire Marshal, Physical Plant, Environmental Health and Safety, Facilities Manager, Transportation and Parking Services. The Major Events Approval Authority may request an additional meeting to ensure that all instructions agreed to at the event coordination meeting have been carried out.
- g. Publicity, advertisement or promotion of a Major Event may begin once the major Event is approved through the Major Events Approval process.

**AT LEAST FOUR WEEKS PRIOR TO THE MAJOR EVENT:**

- h. Student groups: provide a budget for the Event to the Event Sponsor, and proof that sufficient funds required for the event have been secured.
- i. Student groups and Non-Affiliates: submit proof of Event Insurance to the Event Sponsor. Acceptable proof of insurance requires, at a minimum, a certificate of insurance from an established and licensed insurance company that names "THE REGENTS of the UNIVERSITY of CALIFORNIA" as an additional insured with General Liability coverage of not less than xxxx.

**AT LEAST THREE WEEKS PRIOR TO THE MAJOR EVENT:**

- j. If the major event is an outdoor concert or dance, notify all those who might be affected by the noise of such an event via a visit, phone call, or email.

**DURING THE MAJOR EVENT:**

- k. Adhere to the following requirements and guidelines:
  - i. Event Monitor is present throughout the event.
  - ii. Use of amplified sound must comply with the requirements provided in Section 40.42 of the Student Policies and Regulations Handbook and any other applicable university policies.
  - iii. Concerts and dances shall:
    1. End at the time determined by the Event Sponsor and Facilities Manager. Dances must end no later than 12:00 a.m. on Fridays and Saturdays, and earlier on other nights in accordance with the quiet hours for that facility.
    2. Ensure that attendance at the dance or concert is restricted to UCSC students, staff, and faculty. Guests of UCSC may participate. For more information, please see Appendix II of these procedures.

- 3. Ensure that all dances and concerts have at least one UCPD Officer or Community Safety Officer (for CHES sponsored dances) present (unless determined it is not necessary by the UCPD or Major Events Approval Authority), as well as one staff employee assigned by the Event Sponsor.
- iv. End the Major Event no later than 12:00 a.m. or as prescribed by specific facility policies, the Major Events Policy (section III), or campus policies, whichever is earlier.

## II. Getting Help

The Student Success Division provides training and assistance to campus units (including help with completing forms, carrying out procedures, or interpreting policy).

If you need help with ...	Contact ...
Major Events Policy or Procedures	Division of Student Success, Assistant Vice Chancellor and Chief of Staff <a href="mailto:larojas@ucsc.edu">larojas@ucsc.edu</a> , 831-459-1676
Student-initiated Major Events	SOMeCA, <a href="mailto:soar@ucsc.edu">soar@ucsc.edu</a> , 831-459-2934 CHES, 831-459-4377 Dean of Students, <a href="mailto:deanofstudents@ucsc.edu">deanofstudents@ucsc.edu</a> , 831-459-4446
Facility Reservations	Facilities Manager
Security planning	UCPD, 831-459-4311
Non-Affiliate Events	Real Estate Office Contracts Analyst email, phone. (add)

## III. 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 Division of Student Success, Major Events Policy dated November 2017.

This policy and procedures are a supplement to, and in case of inconsistency take 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 x/x/20xx. These procedures will be reviewed every five years.

## IV. References

### Appendices

- Appendix I: Security Plans for Major Events
- Appendix II: Non-UCSC Affiliate Attendance at Concerts/Dances
- Appendix III: Major Events Approval Request Form
- Appendix IV: Major Events Procedures Checklist

### *Related Policies*

Major Events Policy

[UCSC Student Policies and Regulations Handbook](#)

[Campus Alcoholic Beverage Policy for UCSC Sponsored Events](#)

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](#)

## **APPENDIX I: Security Plans for Major Events**

The Major Events Approval Authority or the Chief of Police (or designee) may establish specific security requirements as a condition of approving a Major Event.

A security plan will be established without regard to the viewpoint of the Event Sponsor or any speaker or performer at a proposed Event. Factors that may be considered in establishing a security plan may include, among other things:

1. The proposed location of the Event;
2. The estimated number of participants;
3. The age of the people attending the Event;
4. The presence of valuable property or large sums of money;
5. The presence of alcohol;
6. Whether the Event is open to the public, ticketed, or limited to University Affiliates;
7. The time of day that the Event is to take place;
8. The date and day of the week of the Event;
9. The proximity of the Event to other activities, events, or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented or may otherwise increase risks;
10. The anticipated weather conditions;
11. The estimated duration of the Event;
12. Credible information or intelligence about potential security concerns at the Event;
13. Prior experience with the Event or Event Sponsor;
14. Any other considerations that in the professional judgment of the UCPD are relevant to the assessment of security needs.

## **APPENDIX II: Non-UCSC Affiliate Attendance at Concerts/Dances**

The following guidelines and requirements apply when Non-Affiliates attend concerts/dances:

1. The Event Sponsor, in consultation with the Facilities Manager, may invite students or student groups from other colleges or universities. Each student guest may be required to sign their name and show their student ID at the entrance to the dance or concert.
2. The Event Sponsor, in consultation with the Facilities Manager, may also give approval to the hosting Registered Campus Organization to invite Non-Affiliates.
3. The Event 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 the behavior of their guests, including violations of the Student Code of Conduct or University policy.
4. If performers at the event wish to invite a non-UCSC guest, approval by the Event Sponsor is required in advance. A written guest list with a maximum of two guests per performer must be provided to the Event Sponsor four weeks prior to the event.
  5. 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 held by all non-UCSC students at all times while on the campus, and that alcohol is prohibited.

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