

UTC UNIVERSITY CENTER POLICY FOR STUDENT ORGANIZATION SPONSORED EVENTS (SCHEDULED BEYOND REGULAR HOURS)

The purpose of late night activities/events is to provide an on campus social outlet for UTC students at a reasonable cost. Fund-raising should not be the primary goal of the sponsoring student organization. The University's primary concern is for safety and security of our students, therefore, these guidelines/rules have been established to ensure that these concerns are met.

1. A student organization may sponsor or co-sponsor (with another UTC student organization) a late night event two times during the semester. Co-sponsorships with off campus vendors or venues are not defined as student sponsored and therefore will not be approved. Requests for student events will be approved no more than and no less than four (4) weeks prior to the event.
2. A student organization designates one person to be the responsible representative for the event. He/she contacts the University Center Director and/or Assistant Director of Operations at least four (4) weeks prior to the event. A tentative hold is placed on the Center Tennessee Room until the reservation is approved. Events may be advertised only on the UTC campus or other college campuses and can be advertised only after approval of event is given. Publicity should indicate college I.D. required. If the event is advertised prior to approval, the event will probably not receive approval.
3. The student organization representative submits a request to Department of Public Safety to provide for police officers at the same time that he/she submits the space reservation form. Public Safety must be able to provide adequate personnel for this event. Public Safety will inform the student organization of the estimated security costs for each event. If Public Safety cannot provide these services when other major campus events are scheduled, this request will not be approved.

The Department of Public Safety reviews each event request, current threat levels, estimated crowd size, nature of event, and unique elements. These elements are used to determine manpower and security requirements, for the protection and satisfaction of our customer. In addition, an evacuation plan is created for each event that provides a breakdown of manpower and the responsibilities of each position in case the facility needs to be evacuated.

Recommendations for late event security at University Center (UC)

- 1) Controlled access-one main entrance – Vine Street next to UC office (226)
- 2) Bag searches- (metal detectors if applicable)
- 3) All entrances and exits monitored or access not permitted
- 4) Capacities monitored and controlled with pull tickets
- 5) Monitor in room that will have direct access to the lights

- 6) Response team (two (2) police officers)
- 7) One roving police officer outside who will assure that no one is allowed to congregate outside the UC
- 8) No admittance to the function will be enforced one (1) hour prior to the scheduled closing
- 9) Four (4) police officers will be posted within the interior of the building to Prevent patrons from entering closed areas
- 10) Event sponsor will provide four (4) volunteers to assist with maintaining closed Areas of the UC
- 11) Building lights will be kept on during the event
- 12) Vine Street will be closed at Douglas Street and Lansing Court will be closed at the entrance to lot 7 and maintained by the roving officer.
- 13) No re-entry policy will be enforced

The student organization representative completes an Application for police officers form at the time as the request for space. The student organization is responsible for payment of police officers wages based on the established rate. A \$150 non-refundable deposit for police officers' services must be received one week prior to the event in the Department of Campus Safety.

4. A total of two events per month will be scheduled beyond regular operating hours with at least one week between events. The Facilities Use Committee approves these events. These events will be approved only for Friday or Saturday night and will not extend past 2:00 a.m.

If an organization chooses to cancel an event, it must give seven (7) days notice to reschedule during that month provided space is available. If a student organization gives less than seven (7) days notice of cancellation, the organization will be denied rescheduling for that month. The group may be charged for pre-arranged services (i.e. student manager and police officers).

5. When an admission fee is charged, there is a room rental fee charged for use of the room. This rate is $\frac{1}{2}$ of the regular room rate. The organization is billed for this amount after the event. Non-payment results in no additional late night events for the sponsoring organization until fees are collected.
6. The student organization is responsible for Center student employee hourly wages beyond regular operating hours. The organization will be billed for these services. The charge will be double the regular hourly rate.
7. Admission to each such event is by UTC validated ID or another campus college ID card and by pulled ticket. Event signage will indicate no re-entry and subject to search. The guest policy is: a) the UTC student host and guest must show acceptable identification. The UTC student host is restricted to one (1) guest only and is responsible for the behavior of the guest. Guests should be 18 or above years of age. It is the

responsibility of the organization to enforce this policy. Failure to adhere to this policy will be grounds to deny approval for future events.

8. At least one official advisor to the sponsoring organization must be present throughout the event and be clearly identified by a badge, armband, or similar item.
9. The police officers present have the obligation to limit the number of persons attending the event based upon room capacity. The number of persons to attend is 350 persons.
10. Each entering person is to be counted with a pull ticket. When the number registers 350 persons, no additional persons will be permitted to enter the event. This total includes members and guests. No one enters the event one hour prior to the scheduled closing of the event.
11. Student organization members are to make certain that those persons attending are aware of University Center policies and abide by them. Specifically, these are policies regarding use of alcohol, tobacco products, illegal drugs, and weapons.
11. The student organization is responsible for the protection of University Center property and equipment including rest rooms. The student organization is responsible for damages. Officers and advisors of the student organization should monitor the behavior of the participants and assist police officers in maintaining a safe atmosphere in and outside of the building.
12. The student organization will be responsible for leaving the Center space in the same condition as the space was accepted for the event. The organization will be charged for custodial services if those services are not regularly provided. Any additional required services to clean space after the event will be charged to the organization. Extraordinary bad conditions will lead to denial of further use by that group.
13. The University Center manager will provide a report on the event regarding the number of students attending, the condition of room and rest rooms, and the overall evaluation of the event. This report is sent to the Center Director, the student organization advisor(s), and the student organization president.
14. Exceptions to the above rules may be made by the Vice Chancellor of Student Development.

AGREEMENT: I HAVE READ THE ABOVE RULES AND MY ORGANIZATION AGREES TO ABIDE BY EACH OF THEM.

Date

Name of Organization

Signature of President of Organization

Signature of Designated Representative

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