

University of Wisconsin-Whitewater Event Policy

August 2022 Draft
Approved Administratively October 2022
Approved by WSG February 2023

DEFINITION & OVERVIEW

- A. **This policy applies to any event sponsored by a Student Organization or University Department held anywhere on the UW-Whitewater campus. Campus Departments that meet event management criteria (see below) are exempt from this process.** (UW-Whitewater Rock campus events are addressed by the Dean of Integrated Studies or their designee). Non-campus affiliated individuals or organizations using UW-Whitewater facilities must be sponsored by a recognized campus organization or department.
- B. For events anticipating more than 450 attendees, direct contact to University Police (Police@uww.edu) is required no less than 45 days prior to the event.
- C. All sponsoring departments/organizations must abide by all University policies and procedures that govern the use of University facilities and related policies. Sponsoring an event is a privilege; all policies and procedures will be enforced. Violations by:
 - a. **Student Organizations** referred for action through the Student Organization Misconduct process. may have a possible outcome of suspension of the sponsoring group's event privileges.
 - b. **Campus Departments:** will result in the incident being referred for action to the appropriate Dean of department, or a lead administrator.
- D. Consequence for policy non-compliance
- E. UW-W students, faculty and staff will be held fully responsible for the actions of their guests.

The University reserves the right to:

- a) refuse admission or eject anyone who is disruptive, intoxicated, disorderly, or otherwise jeopardizes public safety
- b) end the event before planned ending time.
- c) forward information regarding incident to proper administrator for review and further action
- d) restrict the future use of university facilities by the sponsor
- e) and/or enforce any other campus, UW System or state of Wisconsin policy or law.

There will not be changes implemented in this policy without discussion and endorsement by the Event Review Committee. The current approved version of the policy will always be available at the following web address: <https://uww.edu/policies>.

SCOPE CONSIDERATION

General criteria that will be taken into consideration to establish safety requirements, but are not limited to:

1. Event or activity type, i.g. dance, speaker, formal or concert
2. Day of week and/or time of day the event will occur
3. Size of group expected to attend
4. Event/Sponsor history
5. Professional Staff in attendance.

EVENT LOGISTICS

Safety Support Requirements of all events will be established by the use of a rubric.. (attached) The categories of the rubric are, but not limited to:

1. Number of Attendees
2. If alcohol will be present
3. Primary attendees
4. Type of Activity

5. Number of sponsors present to work the event

6. Previous Event History

Once the rubric is completed, support requirements and expectations will be established by the University Police Event Coordinator.

General Safety Event Requirement may include:

1. All attendees, with the exception of minors accompanied by a parent/guardian, may be required to produce a photo ID.
2. For student status, a HawkCard may be visually checked or scanned
3. Departments and Student Organizations will be required to follow the campus alcohol policy
4. For anyone to be served alcohol, they must present a state issued photo identification card.
5. No backpacks/large bags, or open beverage containers, or food/beverage “carry-ins” will be allowed at events and all bags are subject to inspection.
6. If masks and costumes are to be part of an event, limitations will be discussed at Event advising meeting.
7. Campus COVID/Health management expectations.
8. If event has a maximum attendance limit, no more attendees will be admitted
9. UWPD staff in attendance and/or other event safety initiatives.

SPONSOR COSTS AND STUDENT EVENT FUND:

The Event Fund exists in order to reduce the costs for recognized student organizations to sponsor events on campus. The Event Fund is established with funding annually provided by the following offices: Chancellor’s Office, Office of the Vice Chancellor for Administrative Affairs, Office of the Vice Chancellor for Student Affairs, University Center, and UC-Student Activities & Involvement.

UWW Police Services will not charge event sponsors for the cost of Campus Service Officers when they are the only support staff required. Event sponsors are expected to pay for the Campus Service Officers and University Police Officers assigned. In addition, recognized Student Organizations are eligible to receive up to \$300 per event from the **Student Event Fund** to offset the cost of staffing. In all cases, additional charges may be incurred (additional security, equipment, etc.) when alcohol is served at an event.

Event Fee Payment: Post event an itemized bill will be provided to the Sponsor and the remaining balance, if there is one, will be due 14 day post event. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events. Departments will need to supply an org code and a chargeback will be initiated by University Police .

Event Cancellation – Severe or Hazardous Weather: When weather conditions make it dangerous for guests or event workers to travel to and from the event a sponsor may decide to cancel an event. Cancellations must be made in consultation with the University Police Event Coordinator and the Building Supervisor, or their designees. In these cases, if a recognized student organization is sponsoring the event, they will not be charged for the cost of the Campus Service Officers or University Police Services (monies in the Student Event Fund will be used to pay for staffing costs incurred by University Police Services). If a University Department is sponsoring the event in question, the department will be charged for the staffing costs incurred by the University Police Services.

EXCEPTIONS TO POLICY

Complete exemptions will rarely be given but reductions of required safety measures are possible.

Sponsors who believe their event is not included in the scope of this policy must email police@uww.edu to request a policy waiver. Waivers are granted, in consultation with Building Supervisor of where the event will take place, by the Chief of University Police or their designee. **For full consideration, waiver requests and completed paperwork must be received 21 days in advance of the event.**

Exemptions by Department Departments may annually earn exemption from this process by providing documentation of proof that the following training has been provided to those students/staff that manage the events being forwarded to the Chief of Police or their designee by completing a *Departmental Event Exception* form 21 days prior to any events being held:

- Cultural and Identity Education
- Weather /Fire/Emergency Procedures
- Behavioral Expectations -staff/students/guests

- Policies related to managing events
- Staffing/Decision Making Structure
- Signage / Promotional Resources
- Pre-Event Meeting Planning

Summer camp and conference event planners should submit event plans to University Police a minimum of 25 days prior to camps or conferences arriving to campus in order to be considered exempt.

POLICY REVIEW /REVISION

An Event Advisory Committee, chaired by the University Center Executive Director or their designee, will meet each November, or more often if necessary, to review the Events Policy. Changes to the process or policy cannot be made without both Committee and Administrative approvals. If changes are needed to the Event Policy, the chair will call a meeting to discuss the proposed changes and ramifications on stakeholders.

The Committee will consist of:

1. **Staff Representatives:** University Center Executive Director(designee), Williams Center building supervisor, University Police, Student Activities & Involvement(UC), Dean of Students, University Center Building supervisor,
2. **Student Representatives:** Whitewater Student Government , Residence Hall Association, Greek community, UC Building Manager, and Campus Service Officer.

ADDENDUM A

**UW Whitewater
Event Safety Support Worksheet/Estimate**

The overall purpose of safety support at events is to create a safer environment for all in attendance.

Event Name: _____ Sponsor _____

Date of Event: _____ Location _____

Attending Meeting - UWWPD _____ Sponsor Attending Meeting: _____

Date of Meeting _____

Score	Estimated Attendance	Alcohol	Targeted Attendee	Activity	Certified Event Sponsors Present
___/0	Less than 70	No Alcohol	UWW Only	Any Planned Activity	8 + Sponsors
___/1	71-150	Alcohol Served with Full Meal	Invited Only	Fixed Seating Venue	5-7 Sponsors
___/2	151- 400	Beer Cash Bar/Beer Garden	UWW ID with Guest	Movable Seating	3-4 Sponsors
___/3	400 -500	Hard Liquor - Cash Bar	Open To All with ID	Entertainment and/or Controlled Outdoor Venue	2 Sponsors
___/4	501+	Open Bar	Open To All with No ID Required	Outdoor - No Controlled Perimeter or Entrance	No Sponsors Assisting
OVERALL SAFETY SUPPORT TOTAL					_____ / 20

Explanation of Point Ranges: * note: costs DO NOT reflect subsidy from the student organization security fund which can help defer up to \$300

0-4 - These events will need no additional support and will incur no cost to the event

5-8 These events will possibly need more than 2 CSOs The estimated cost range is \$0 - \$60

9-12 These events will possibly need more than 4 CSOs and a Police Officer. The estimated cost range \$200-350

13- 16 These events will possibly need more than 6 CSO and 2 police officers. The estimated cost range \$350 - \$600

17-20 These events will possibly need significant support. The estimated cost range is up to \$700

Other Safety Expectations in place:

Payment Type: Check (payable to UWW) _____ or Org Code (provide code here): _____

Estimated Cost _____ **Due Date** _____ **Staff Initials** _____

Sponsor Name: _____ **Signature:** _____

Addendum B

RESPONSIBILITIES

EVENT SPONSOR RESPONSIBILITIES – Failure to complete any of the requirements may be grounds to cancel the event.

1. Review the Events Policy.
2. **More than 21 days in advance of the event**, reserve space through appropriate University Reservation processes and complete any facility request/reservation forms.
3. As soon as facility reservations are made and a meet with UWW Police Services Event Coordinator or their designee to complete a University Event Contract.
4. Fourteen (14) days prior to the event, return completed Event Contract University Police Services. Payment, if there is one, will be due 30 days post event.
5. If Sponsors have the agreed upon number of individuals/members complete online event training seven (7) days prior to the event. Training and will be valid for the academic year.
6. Required to complete Pre Event meeting with all involved parties
7. All required Sponsors must attend the event Pre-Event meeting that will occur 30 minutes prior to the event being open to attendees.
8. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event.
9. It is the responsibility of the event sponsor to communicate event admittance requirements to attendees both prior to and the night of the event.
10. During the event, all those identified to work the event must:
 - a) Not put themselves in jeopardy when an emergency situation presents itself. Attend the event from start to finish.
 - b) Be identified as sponsors by wearing identification as determined at advising meeting.
 - c) Ask University Police to remove individuals from the event who behave inappropriately.
 - e) Make the announcement of the event ending and encourage participants to disperse.
 - f) Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
 - g) Not interfere with University Police in the arrest or ejection of any individual.
 - h) Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

UNIVERSITY POLICE & CSO Responsibilities

The primary responsibility of University Police staff is to address the safety and security of the patrons in attendance. The University Police, in consultation with the Building Supervisor, will determine if police presence is necessary. Determination of the number of officers to be present is established for dances/parties on *Addendum A*. Event organizers may appeal University Police presence determinations to the Chief of University Police. University support staff are charged with facilitating any payments that organizations or Departments need to make for services.

1. University Police will be an active participant in the event training held for the student organization, Campus Service Officers and facility staff. This training agenda will be reviewed by University Police.
2. University Police and staff working the event will attend a pre-event meeting held at least 30 minutes prior to the event to meet the department or Student Organization members or departmental representatives, and facilities staff that will be working the event.
3. During the events when assigned, University Police and/ or CSO's must:
 - a. Attend the event from beginning to end.
 - b. Be in continuous communication with the Student Organization/Department representatives, and Campus Service Officers throughout the event.
 - c. Maintain a visible presence as agreed
 - d. Conduct a walk-through of the event at agreed upon intervals.
 - e. Remove individuals that behave inappropriately from the event.
 - f. Assist in dispersing the crowd after the event.
 - g. Complete a post-event evaluation.
 - h. Assist in resolving any problems reported by Event Sponsors

- i. Ensure that attendance does not exceed the established capacity
4. If a violation of the policy or a security concern warrants such action, terminate the event. Consultation with the sponsors, Campus Service Officers and Building Supervisor should occur if at all possible.
5. University Police Services will be responsible for receiving, itemized billing and depositing Sponsor payments of cash or check for 25% of the totaled estimated charges communicated by UWWPS Event Coordinator. The remaining balance if there is one will be due 14 day post event. University sanctions may be placed on groups/departments not fulfilling financial responsibilities associated with events.
6. Billing disputes will be resolved by the Chief of campus police or designee. In the event that agreement cannot be reached, University Administration will be called upon to fulfill their responsibilities outlined in the "University Administration Responsibilities" section of this document.

BUILDING/AREA SUPERVISOR RESPONSIBILITIES

The building/area supervisor shall:

1. Contact UWWPS Event Coordinator or designee to inform them of the approved facility reservation and possible event.
2. Inform the Event Sponsor to contact the UWWPS Coordinator.
3. Student Building Manager attends the pre-event meeting held at least 30 minutes prior to the event.

UWWPS EVENT COORDINATOR RESPONSIBILITIES

1. Meet with the department or Student Organization representative **at least 21 days** prior to the event. The purpose of the meeting is to review the logistical needs of the event and review the Event policy and its implementation.
2. Complete the Events Contract (*Addendum X*) that details the specific expectations of the department or Student Organization.

UNIVERSITY ADMINISTRATION RESPONSIBILITIES

University administration will provide financial support for special events in the following ways:

1. **Student Event Fund** – The special event fund will be funded each year to the level of \$2,500. The following contributions will be transferred to the special event fund between July 1 and July 30 each year:
 - a. University Center \$500
 - b. UC-Student Activities & Involvement \$500
 - c. Student Affairs Office \$500
 - d. Administrative Affairs Office \$1,000
2. **Unplanned/extraordinary special event fund** shortages – The above contributing area representatives will be called together to discuss additional contributions.
3. **Other changes that affect costs for special events** – in the event that changes occur during an academic year that may have financial ramifications on special event stakeholders, the above group of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken.
4. **Billing disputes** – in the event that billing disputes cannot be resolved by the campus police to the satisfaction of a stakeholder, the above groups of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken.

ADDENDUM C

**UW-Whitewater
Event Process Timeline/Worksheet**

Events that have large numbers of attendees, off-campus guests, alcohol, or are unique in nature should follow the guide of timeline below. UW-W staff determine if these additional requirements are necessary for your event.

Step One: Check on Space Availability

For most spaces, contact UC-Room Reservations at 262-472-1175.
For athletic spaces, contact Recreation Sports and Facilities at 262-472-1145.

Step Two: Tentatively Reserve the Campus Space

Spaces will be held for groups who reserve the spaces and follow all necessary steps to use the space (event advising, alcohol use approval, catering, and/or special event regulations, as appropriate).

Step Three: Review the Special Event Policy and Create your Timeline Below!

The full Event Policy can be accessed here: [LINK](#)

Your Event Date: _____ (Fill in the Deadline column below based upon your event date)

Time Needed Prior to Event	Details	Communication	Deadline
45 Days Prior	Approval by University Policy of any event with 450 or more attendees (requires additional staffing)	PD notified through reservation process	
Around 25 Days Prior	Meet with Event Advising Staff	Invite sent by Room Reservations; Sponsor selects appointment time	
25 Days Prior	Activity Reservation Form submitted to UC Room Reservations / Building Supervisor, UW-W PD, Sponsor, Student Organization Advisor or Department Head	Final details sent to be confirmed/ entered into 25Live	
21 Days Prior	Police/CSO Staffing needs confirmed with quote for expenses	PD reaches out to Sponsor to confirm and provide quote	
7 Days Prior	All Sponsors working event complete Online Event Management/Safety Training	PD sends training link to primary sponsor to disseminate	
Day of Event	Attend Pre-Event Meeting <ul style="list-style-type: none"> • Make Introductions • Assign Staff Locations / Tasks • Review Emergency Procedures • Share Agenda for Event • Share Event limitations (capacity, alcohol, guests, etc.) • Distribute Nametags/Staff and Sponsor Identification • Share Plan for Attendance Tracking 	All individuals working event (including CSO's, UWW PD, Sponsors, Building Managers, Advisor)	
14 Days POST Event	Billing Completed and Sent to Sponsor	University Departments (PD, Catering, Facilities, etc.)	
30 Days POST Billing	Payments completed	Sponsor completes payments	

(for complete policy go to <http://www.uww.edu/involve/policy/index.php>)

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All sponsoring departments or organizations agree to abide by all University policies and procedures that govern the use of University facilities. UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and restrict the future use of University facilities by the department.

EXCEPTIONS TO POLICY

Sponsors who believe their event is not included in the scope of this policy must email police@uww.edu to request an event level reduction or policy waiver. A complete waiver of the policy will be done in consultation with staff who initially advised the student organization or department. Reductions and Waivers are granted by the Chief of University Police or their designee.

EVENT LOGISTICS

ATTENDEES/GUESTS: All attendees with the exception of minors accompanied by a parent/guardian, must produce the required photo ID.

Sponsors are responsible for notifying attendees of this requirement prior to event.

CAPACITY: Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event.

RE-ENTRY: At some events, once an attendee leaves the event area they will not be readmitted to the event unless the event is sponsored by UC-SAI or other exempt groups.

CARRY INS: No backpacks/large bags, or open beverage containers will be allowed into events.

SPONSORS RESPONSIBILITIES – Failure to comply may be grounds to cancel the event.

1. Review the Events Policy.
2. **More than 21 days in advance of the event**, reserve space through appropriate University Reservation processes and complete any facility request/reservation forms.
3. As soon as facility reservations are made and a meet with UWW Police Services Event Coordinator or their designee to complete a University Event Contract.
4. Fourteen (14) days prior to the event, return completed Event Contract University Police Services. Payment, if there is one, will be due 30 days post event.
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