

Wellesley College Events Safety and Security Guidelines

Updated July 2026

Purpose

The purpose of the Wellesley College Safety and Security for Events Guideline is to inform the management of safety and security for all events on the Wellesley College Campus. Wellesley College and the Wellesley College Public Safety and Police Department (WCPSPD) is committed to fostering a campus environment that is safe and welcoming for all.

Direct any questions related to this policy to publicsafety@wellesley.edu. Questions on events should be directed to either the Events office at eventsoffice@wellesley.edu or the Office of Student Involvement at studentinvolvement@wellesley.edu.

Event Security Requirement Policy

All events held on College property must have an identified event sponsor, who is the individual designated as the primary contact and who is responsible for all aspects of the event. Event sponsors must be affiliated with the College, including faculty, staff or student members of recognized student organizations. The Wellesley College Public Safety and Police Department (WCPSPD) is committed to working collaboratively with event sponsors to ensure successful and safe campus events.

WCPSPD may be involved in the pre-planning of events held on the College campus to:

- Ensuring a safe and secure environment;
- Preventing potential crime;
- Maintaining order during an event;
- Protecting individuals and property;
- Providing emergency services as needed;
- Coordinating and requesting necessary emergency and non-emergency support services; and
- Identifying the most effective and cost-efficient methods to achieve these objectives.

It is the responsibility of event organizers to inform WCPSPD of a planned event **requiring security at least 14 days before the event** by emailing publicsafety@wellesley.edu. Certain events may require a Crowd Manager. See the [Wellesley College Crowd Manager Policy](#) for more information. Certain events may also require compliance with the [Wellesley College Policy on Demonstrations and Free Expression](#). It is critical that the event organizer(s) disclose all known risk factors to WCPSPD during the planning stage of the event. Negligent or intentional omission/disclosure of information that negatively impacts safety will result in re-calculating security costs necessary to protect life and property.

Staffing Levels & Risk Factors

WCPSPD analyzes events at three risk levels (low, medium and high) to determine appropriate staffing. The following staffing matrix is a guideline to assist event organizers in reasonably predicting the staffing levels necessary for their event. Please note that the criteria below provide general guidelines only. The

College reserves the right to determine security needs for any on-campus event or any off-campus event that is part of a College-sponsored program or activity.

Required staffing for an event may vary due to factors that increase or decrease the risk level. A list of potential factors are provided below:

Factors that increase risk levels for any event	Factors that decrease risk levels for any event
• The need for personal protection for speakers, performers, or guests • The sale or service of alcohol • Off-campus advertising (non-WC guests) • Guest(s) on campus at multiple locations • Anticipation of large ticket sales (>50) • Night time event • Outdoor venue • Live/amplified entertainment • Multiple major events on the same day • Traffic control needs	• The event is limited to Wellesley College students, faculty, and/or staff • Patrons are screened at the entrance • Prior events of a similar nature with no history of safety problems or required police actions • The short duration of the event • Historically poor ticket sales • Day time event • Indoor venue • Formal or semi-formal events • Multiple College staff/faculty are present

Costs

WCPSPD Police Officers, contract security, emergency management, and Coastal EMS are the primary security partners for all events. No outside security or services can be used without the expressed permission of the WCPSPD Chief or designee.

The event organizer is responsible for all incurred costs. A minimum of forty-eight (48) hours' notice is required for event cancellations. Failure to provide timely notification may result in a cancellation fee. The table below outlines the costs for Security and Police details for the 2026-2027 academic year.

Please note that all costs are subject to change without notice.

	Minimum hours	Cost per hour per person
Security - Officer	4	\$40 (<i>student events</i>) \$45 + 10% admin fee (<i>all other events</i>)
Police Officer	5	\$55 (<i>student events</i>) \$55 - \$71 (<i>all other events</i>)