

# **Event Services Policy**

## **Section 1: General Information**

The use of Student Unions & Activities (SUA) facilities must be in accord with [SUA House Policies](#). The Director of SUA and her/his staff will enforce the following policies. These policies apply to all areas except the Campus Club. Any exception to the House Policies must be approved by the Director or her/his designee.

SUA venues include rooms located in Coffman Memorial Union (CMU), the St. Paul Student Center (SPSC). SUA venues are available during all building hours unless otherwise noted. Event reservations can be made by contacting the SUA [Event Services Offices](#).

The Event Services Offices (Event Services) assists customers in scheduling and planning for events using SUA facilities. This includes room reservations and providing technical support, setup, and security for events. The office also works with the customer on permits, liability insurance, or other services needed to make their event successful and in repetition with State, University, and departmental rules and regulations.

General facility use: Also see [SUA House Policies](#), Section V.

1. Facilities available for reservation are listed on the Event Services Website: [sua.umn.edu/reservations](http://sua.umn.edu/reservations)
2. The customer is responsible for loss of or damage to any personal property of the customer, his/her guests, agents, employees or invitees, located within the Facility or on University property before, during, or after the term of the event.
3. Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of the SUA Director or designee.

4. SUA reserves the right to deny groups or individuals the use of facilities or services based upon any conduct of a harassing, intimidating, or otherwise inappropriate nature, as determined by SUA management.
5. Persons who are guests at a function in the facilities may be limited in their use of the SUA venue accommodating the function to which they have been invited, and other general public facilities and service areas.

## **Public Space**

The following areas are designated shared or public space and may not be reserved:

Coffman Memorial Union:

The Cube

Fireplace lounges

Television seating areas

Corridors (excluding contact tables)

Lobby spaces

Dining area

Fountain Terrace

Multi Use areas of 2<sup>nd</sup> floor

St. Paul Student Center:

Lower Level Lounge

2<sup>nd</sup> Floor Lounge

## **Users**

1. Registered Student Groups currently registered with Student Activities are eligible to reserve space and receive a subsidized rate for use of the space in acknowledgement of the department's receipt of student service fees. Only listed officers of Registered Student Groups are permitted to make reservations for SUA venues.
2. University Departments are eligible to reserve space and pay a rate that is estimated on actual costs. To receive the departmental rate, departments must pay via their University EFS number.
3. Individuals, without University affiliation, and Non-University groups are eligible to reserve space upon signing a Facility Use Agreement and providing proof of insurance, are subject to the guidelines in this manual and pay a guest rate for use of the facilities. A non-refundable deposit of 50% of the room rate is due at the time of booking. Individual students, faculty, staff, and alumni are eligible for a 10% discount off of the University Guest rate on room rental fees with a valid U-card and/or UMAA ID. This discount is limited to personal and private events only (e.g. graduation parties, birthday parties, etc)

## **General Reservations**

Reservations for events occurring during the academic year may be made up to one year advance, with the exception of event space reservations that exceed the five (5) reservation limit.

In order to avoid a monopoly on space use by any customer, reservations may not be made to exceed more than five (5) events per semester, and five (5) events per summer in the larger venues which include: CMU's Great Hall, President's Room, Whole Music Club, Theater and Mississippi Room and SPSC's North Star Ballroom and Theater.

**Registered Student Groups** are permitted to exceed the five (5) reservation limit on the following terms:

- Registered Student Groups will pay Department Rates & Fees for all Large Event Space reservations beyond the 5th reservation.
- Registered Student Groups may reserve the 6th (and subsequent) Large Event Spaces starting on the first day of the semester for which the reservation occurs. Registered Student Groups may not use "Priority Reservations System" or "Reservations Day" to exceed 5 Large Event Space reservations per semester.

**Departments and University Guests** who wish to exceed the reservation limits will be reviewed on a case-by-case basis and will depend upon availability.

Reservations for events during the summer and academic break periods may be made up to two years in advance.

## **Misrepresentation/Fronting:**

See [SUA House Policy Section A:](#)

## **Annual Events-Priority Reservation System**

In January of each year the Event Services Office will begin accepting annual event reservations for events taking place more than a year in advance. For example, in January, 2020 Event Services would accept annual event reservations for events that are to occur between July 2021 and June 2023. Annual event reservations will be received on a priority basis before taking general reservations.

Priority of reservations is as follows:

- University-Wide Annual Events
- SUA/Board of Governors
- Registered Student Groups (large annual events only)
- University Departments
- University Guests

## **Priority System for Reservations**

A priority system has been established for contact table, display case and series reservations. All other space reservations can be made up to one year in advance and are on a first-come, first-served basis, subject to the limits described in this document.

### *Priority One*

Registered Student Groups

### *Priority Two*

University Departments

### *Priority Three*

University Guests

## **Series Reservations**

Series reservations are for one conference room only, once per week during the semester, and for a five hour maximum reservation. Registered Student Groups are only allowed one waived series reservation per semester. Registered Student Groups are permitted to make a series reservation that includes more than one conference room, once per week. However, the organization will be charged the department rate for each additional conference room(s) that is requested.

Series reservations can be utilized during summer and breaks following the same rules.

## **Reservations Day:**

On Reservations Day, all currently Registered Student Groups may make weekly meetings, contact tables, and display case reservations in Coffman Memorial Union and the St. Paul Student Center for the upcoming semester. Reservations Day takes place in July for the upcoming fall semester and again in December for the spring semester. Visit our website at [sua.umn.edu/reservations](http://sua.umn.edu/reservations) to submit your reservation requests via our online reservations system, VEMS. Groups should use their VEMS username and password to log in to the online reservations system to make reservation requests. The Event Services Offices operates under a first come, first served basis and reservations are entered in the order they are received. All requests must be submitted by a listed officer.

## **Non-Series Conference Reservations**

Registered Student Groups may reserve one Conference per fiscal year. The fiscal year is July - June. Conferences must meet the following conditions:

- Conferences are three consecutive days (or less) in a row.
- Conferences must be booked at least 30 days in advance.
- Registered Student Groups must reserve at least One Large Event Space per day for the entire length of their conference. Large Event Space reservations during conferences will be charged at the normal Registered Student Group rates.
- For each day of the conference in which a Registered Student Group has reserved a Large Event Space, the Registered Student Groups will receive up to 5 free conference

rooms per day. Beyond 5 conference rooms, Registered Student Groups will pay the regular Department reservation rates for additional conference rooms.

- Free conference rooms during Registered Student Groups conferences are for up to 8 hours. Beyond 8 hours, Registered Student Groups will pay the regular Department reservation rates for the conference rooms.

#### **Same Day Reservations:**

- In Coffman Memorial Union reservations are limited to Registered Student Groups.
- In SPSC reservations are limited to Student Groups and Departments.
- Registered Student Groups are allowed a total of five (5) same day bookings each semester, summer and during academic breaks
- Rooms are limited to a 5-hour maximum daily.
- Only available during the hours the building is open.
- Limited to conference rooms 301, 302, 304, 305 and 307.
- All food and drink must be cleaned up before you leave so that the room is ready for the next occupant. Cleaning charges will apply if the room is dirty.

#### **No Show:**

Registered Student Groups using rooms at a discounted rate will be given only one “no show” without penalty of a room charge. The second time a group fails to give sufficient notice to cancel a space their privilege to reserve free rooms in the Union may be forfeited for the remainder of the academic term. If the incident occurs in the last 1/3 of the term, privileges may be forfeited for the next term.

#### **Unforeseen Closure Section:**

In the event of the unforeseen closure of the University for inclement weather, security emergencies or other reasons, the University reserves the right to cancel events scheduled during such period. In the event of an unforeseen closure, the Client will have the option to either reschedule the event to a later date, or cancel the event without penalty for a full refund of space rental.

#### **Contact Tables**

Tables are provided so that groups may make contact with students for the dissemination of information. Non-University companies or organizations may make contact table reservations for the sole purpose of providing employment, or volunteer, information directed at University students. Contact table usage shall follow these terms and conditions:

- Also, see [SUA House Policies, Section I.](#)
- Tables are not to be used for distributing credit card information or selling products.

- Job interviews may not be conducted at contact tables.
  - A group is only permitted one contact table reservation, for a maximum of five hours, each day.
  - Departments are permitted up to six days per semester; Student Groups twelve days per semester, with no more than three days in a week. A week is considered Monday-Sunday.
  - Reservation includes a maximum of one six-foot table and two chairs.
  - All literature distribution must be in compliance with [the University Wide Policy](#) on Distributing Publications and Installing Banners at the University.
  - Registered Student Groups are required to follow the sales/fundraising policy.
  - Food and beverages or food and beverage sales are not permitted at contact tables.
  - University Departments are permitted to conduct sales at contact table locations.
  - With approved permits, pre-packaged food can be served at CMU Contact Tables 3 & 4, SPSC Larson Gallery Lounge and ATM Contact Tables, and at the Moos Tower and Phillips-Wangensteen Building.
  - No food preparation is allowed at the contact tables, or in the 2<sup>nd</sup> floor kitchen. The 2<sup>nd</sup> floor kitchen is not to be used to prepare food for large private events or public events/meetings, per the 2<sup>nd</sup> floor kitchen policy.
  - Sound amplification at a reasonable volume is permitted at the contact tables. SUA reserves the right to adjust the sound level
  - SUA reserves the right to relocate or rearrange contact table locations where there is a conflict with other events or SUA tenant services.
  - Groups not staffing their tables will forfeit their reservation.
  - Any unreserved tables are available on a first-come, first-served basis for information dissemination only, including groups that have reached their reservation limit.
- Arrangements for non-reserved contact tables may be made within the Event Services Office only on the day of table use.

## Display Cases

- Display Cases may only be reserved by Registered Student Groups and University Departments.
- Each group may reserve a display case for two one week periods per academic year.
- All hanging and adhering materials for the display cases must come from the group.
- Cases may only be used to promote the reserved group or an upcoming event.
- Display cases reservations run from 1pm Monday to Noon the following Monday.
- The name of the group, the date, time and location of the upcoming event (when applicable), and a contact person's name and phone number must be prominently displayed.

## **Pianos**

Pianos in event spaces may be used by students, faculty, and staff for free. Those wishing to practice piano must contact the Event Services Offices on the day they wish to practice. If a room is available and the sound will not affect other meetings or events, the room will be made available.

There is a piano located on the first floor of CMU and in the Terrace Seating Area of SPSC . These pianos may not be reserved but are available for general playing on a first come, first served basis.

SUA will tune pianos on a regular basis. Any additional tunings will be charged to the customer. If pianos need to be moved, a professional mover must be hired and the piano re-tuned.

## **Outdoor Space**

Groups must have an approved outdoor space permit and comply with all policies listed at the Outdoor Space website: <http://www.outdoor.umn.edu/>. University Guests must have an event in CMU's Great Hall, Mississippi Room, Theater, and or the Whole in order to be permitted to have an event at CMU's Front and/or Riverbend Plazas.

## **Class Projects**

The following terms and conditions apply to individual students wishing to reserve space for a class project:

- Only one reservation is permitted each day for the same project
- Reservations are limited to conference rooms and Contact Tables. Requests for event spaces must be approved by Event Service Director
- The individual or group members must adhere to all University policies regarding literature distribution
- Sales/Fundraising is prohibited in conjunction with class projects
- Serving food is prohibited in conjunction with class projects, unless an approved food permit has been obtained via the Department of Environmental Health and Safety
- Sound amplification must be kept at a reasonable volume; SUA reserves the right to adjust sound levels
- SUA reserves the right to relocate or rearrange project locations where there is a conflict with other events or SUA tenant services
- The individual or group members of the class project must staff the project location for the duration of the reservation; other groups, organizations, departments, or University guests are not permitted at the table at any time for any purpose

- The project site must include a sign indicating that the individual/members of the group have reserved the space in conjunction with a class project and participation is voluntary
- Reservations are limited to a maximum of three bookings. Projects must be proposed and reviewed 2 weeks prior to booking. All proposals will be reviewed by the SUA Staff before the reservation is approved.
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## **Section 2: Event Planning**

### **Pre-Event Meeting:**

All groups must meet with an event coordinator at least two weeks prior to the event in order to review all event logistics, including layout, A/V needs, attendance, etc. Failure to meet may result in cancellation of the event.

### **Hold Policy**

A fourteen (14) day hold on a venue may be placed no less than thirty (30) days prior to the event. No group can have more than 2 active holds at any given time.

### **Insurance and Facility Use Agreements**

All University Guest reservations require a fully executed Facility Use Agreement in advance of the reservation and must provide a certificate of insurance (\$1,000,000 General Liability and MUST name the Regents of the University of Minnesota as additionally insured) or purchase special event coverage.

### **CMU Rehearsals**

Groups are eligible for a 50% room rental discount if the rehearsal date is within ten (10) days of the group's full price SUA reservation and in the same venue. Rehearsal dates are limited to Sunday-Wednesday. Rehearsals are limited to 1 rehearsal date at the discounted rate per semester.

### **SPSC Rehearsals/Performance Package**

Groups are eligible for a 50% room rental discount if the rehearsal date is within ten (10) days of the group's full price SUA reservation and in the same venue. Rehearsal dates are limited to Sunday-Wednesday. Rehearsals are limited to 1 rehearsal date at the discounted rate per semester.

### **Room Setup**

Customers must communicate event setup needs to the Event Services staff at least ten (10) days prior to the event date. All room setups will be done by SUA staff members. Late requests may not be able to be accommodated and/or may result in additional charges. Customers cannot remove furniture and equipment from rental space.



## **Sound**

SUA hosts multiple events in close proximity to one another. Sound in each space must be kept at an acceptable volume so as to not disturb other patrons or events. If event activities will include sound, the Event Coordinators must be notified 5 days in advance. Event Services reserves the right to relocate events or adjust the level of sound for events that are disruptive to other events in the building. No additional sound reinforcement equipment is permitted on the 3rd floor.

## **Publicity and Promotion**

The promotional materials allowed in the SUA facilities are subject to these guidelines:

- Posters and flyers: Must be conducted in accordance with the SUA [House Policy](#) on Posting and Banners (Section V.E.).
- Easels: Permitted in designated areas with advance approval by Event Services.
- Customers with a reservation in CMU Great Hall or SPSC North Star Ballroom are allowed to provide a maximum of two sandwich boards advertising their event. Locations of boards must be approved by Event Services.

## **Rain backup**

Inclement weather/rain backup sites must be reserved in advance, and the reserving group must give notice to Event Services as to the desired program location. If the rain backup site is used, the customer will be charged the full room rental rate and will not be charged for the outdoor space. If the rain backup is not used, the customer will be charged 50% of the room rental rate for the rain back-up and the full fee for the outdoor space. SUA reserves the right to mandate the time in which rain calls must be made.

## **Catering/Food Permits**

SUA allows any licensed caterer that our customers choose. Food permits may be required for any groups bringing food into the building. Please see Event Services for the appropriate permit for your event.

## **Prep Kitchens**

Event Services must be notified in advance if customers plan on using the prep kitchen facilities. There are two prep kitchens in CMU, one within the Great Hall and the other within the third floor adjacent to the Mississippi Room. Customers who have reserved the Great Hall may only use the Great Hall Prep kitchen. Customers who have a reservation in the President's Room or the Mississippi Room may only use the 3rd Floor Prep kitchen. Both kitchens may only be used during the reserved time. The SPSC has one prep kitchen located within the North Star Ballroom and may only be used by customers who have reserved the North Star Ballroom. The kitchens cannot be utilized for cooking or baking. The rooms do not contain freezers, silverware, or other utensils for use. Instructions are posted in the prep kitchens on how to operate and

clean the equipment. Trash Cans and liners are provided. Use of the prep kitchens may require a fee for cleaning. Please work with your Event Coordinator for details.

### **Coffman Union 2nd Floor Kitchen Policy**

The 2nd floor kitchen is to be used by Registered Student Groups with offices in Coffman only. The kitchen is available for use during regular building hours only, and is to be used on a first come, first served basis. Only food for individual consumption or small private meetings can be prepared.

### **Alcohol**

Customers planning to serve alcoholic beverages at their Event must submit an approved "Alcohol Use Application" to Event Services. See [House Policy](#) V.B.

### **Event Security**

Security for events will be determined by SUA and/or UMPD personnel and must be in accord with SUA House Policies. A full copy of the "Security Event" policy is available as an addendum to this document or in the Event Services Office.

### **Additional Building Hours**

Requests for use of SUA facilities beyond normal building hours require the approval of the SUA Director. Requests submitted less than thirty (30) days prior to the event are subject to additional fees.

Requests to have the facility opened when it is scheduled to be closed must be submitted at a minimum of thirty (30) days prior to the requested event date. A five hour minimum is required. In addition to the hourly rate, clients requesting the opening of a facility will be assessed a facility charge of \$400 for Coffman and/or \$300 for the St Paul Student Center for operation expenses incurred by SUA.

The hourly rate for additional building hours is as follows:

Coffman: \$100/hour

St Paul: \$75/hour

### **Decorations**

- All decorations must be approved a minimum of thirty (30) days prior to the event date by Event Services.
- Ceiling draping is only allowed in the Great Hall and North Star Ballroom. All ceiling draping must be contracted by an outside vendor. Draping schedule must be approved a minimum of thirty (30) days prior to event date by Event Services.
- The use of glitter, confetti, feathers, fog, haze or smoke machines and open flames is prohibited. Candles are not permitted in carpeted areas of the facility.

- Painting is not permitted in carpeted areas of the facility. All painting requests must receive prior approval from the Event Services Office.
- Tape or adhesive of any kind is not allowed on any surface unless approved by Event Services.
- Tacks, push pins are allowed only on bulletin boards or portable panels.
- Any decorations that require clean up by SUA staff may incur fees.
- Also see SUA House Policy (Section F) for additional information regarding decorations.

### **Deliveries & Storage:**

Event Services Office must be notified in advance of planned shipping arrangements so they may coordinate logistics. Packages must be limited to 50 lbs or less. The Event Services Office assumes no responsibility for the contents or security of packages.

Packages are free to store one business day before the scheduled event and one business day after the event.

- In CMU, packages should be dropped off and picked up between 7:30AM-7:00PM Monday-Friday.
- In SPSC, packages should be dropped off and picked up between 8:00AM-5:00PM Monday-Friday.

Packages stored for more than one business day before or after the event are charged \$25 per day.

### **DJs**

DJs may be used to provide music at events in the CMU Great Hall, Theater, Whole Music Club, Goldy's Gameroom and the SPSC North Star Ballroom, Gopher Spot and Theater.

### **Audio/Visual Needs**

Requests for A/V equipment or personnel must be made ten (10) days prior to the event date. Late requests may not be accommodated and/or may result in additional charges. Any requests for use of outside sound or other equipment must be approved by SUA. SUA reserves the right, at its discretion, to require an A/V tech at the customer's expense if the event necessitates one.

### **Movies and Gaming**

Student Groups and University Departments showing a film or playing a copyrighted video game in the Great Hall, North Star Ballroom, and Coffman or St. Paul Student Center Theaters must obtain prior permission. SUA reserves the right to require a license for events in other locations in our facilities. Submit a Film/Gaming Public Performance application to Event Services a minimum of fourteen (14) days prior to the event date. The application must include a copy of the public performance license agreement that allows the applicant to show the copyrighted material in a public setting.

**Sales at Events**

see [SUA House Policies](#), Section K. & L.

**Dances and Concerts**

All dance/concert events must comply with the “Security Event” Policy. A full copy of the policy is available as an addendum to this document or in the Event Services Office.

**Weddings**

Wedding ceremonies and receptions are not permitted in SUA Facilities.

## **Section 3: Fees**

**Cancellation and No Show Fees****Coffman Memorial Union:**

Per the University of Minnesota, Facility Use Agreement for Coffman Memorial Union, a notice of cancellation must be in writing and addressed to the Event Services Office. An event will be deemed canceled on the date of receipt of such notice. Therefore, the customer agrees to pay a percentage of the total fee stated below based on the date on which Event Services receives notice according to the following schedule:

| <u>Notice of Cancellation Received</u>            | <u>Cancellation Fee</u> |
|---|-------------------------|
| Between 91 and 180 calendar days before the Event | 25% of Fee              |
| Between 31 and 90 calendar days before the Event  | 50% of Fee              |
| Between 6 and 30 calendar days before the Event   | 75% of Fee              |
| Between 0 and 5 calendar days before the Event    | 100% of Fee             |

If Event Services receives a notice of cancellation within five (5) calendar days of the event, or if the customer fails to notify Event Services of its intent to cancel, the customer shall pay one hundred percent (100%) of the total fee and all charges for contracted audio and visual equipment and technical support.

**St. Paul Student Center:**

Per the University of Minnesota, Facility Use Agreement for St. Paul Student Center, a notice of cancellation must be in writing and addressed to the Event Services Office. An event will be deemed canceled on the date of receipt of such notice. Therefore, the customer agrees to pay a percentage of the total fee stated below based on the date on which Event Services receives notice according to the following schedule:

#### Notice of Cancellation Received

Between 24 and 30 calendar days before the Event  
Between 17 and 23 calendar days before the Event  
Between 6 and 16 calendar days before the Event  
Between 0 and 5 calendar days before the Event

#### Cancellation Fee

25% of Fee  
50% of Fee  
75% of Fee  
100% of Fee

If Event Services receives a notice of cancellation within five (5) calendar days of the event, or if the customer fails to notify Event Services of its intent to cancel, the customer shall pay one hundred percent (100%) of the total fee and all charges for contracted audio and visual equipment and technical support.

Technicians must be cancelled ten (10) days in advance or groups will be charged full technician rental costs.

#### **Additional Damage/Cleaning Fees**

Customers shall reimburse SUA for any and all costs to repair any damage to the SUA venue, property or equipment arising out of or connected with the Customer's use. Customers will also be charged a custodial fee for any post event cleaning that goes above and beyond the standard cleaning time.

#### **Equipment Loans**

SUA tenants can rent furniture from Event Services for use within SUA facilities. Please contact Event Services for rates and availability.

#### **Payment Schedule/ Overdue Bills**

Billing disputes must be submitted to Event Services offices 7 days post event.

- Registered Student Groups: Invoiced following event  
90 Days post-invoice: Group is placed on probation with Student Activities and Event Services and no new reservations are allowed. Group is not eligible to receive Student Activities grants.
- Campus Life Programs: EFS charged 1-2 weeks post event
- University Departments: EFS charged 1-2 weeks post event
- University Guests: A non-refundable deposit of 50% of the room rate is due at that time of booking. Remaining balance is due at least 30 days prior to the event date.

#### **Other Applicable Fees**

The Event Services Offices reserves the right to assess convenience, cleaning, or other fees as applicable.

## **Section 4: Event Security**

### **A. Event Security Policy**

#### **1. General Information**

- Events requiring security must be sponsored by a Registered Student Group or University department, as indicated below. Security events, as defined by this policy, are not allowed if sponsored by a non-University guest.

#### **2. Definitions**

- This policy includes:
  - Security Events or Events where a risk assessment has indicated an above average level of risk and the need for security presence (all events are subject to a risk assessment as deemed appropriate by SUA staff)
  - Dances-- Only allowed in the St Paul Student Center Northstar Ballroom, Coffman Union Great Hall, or Coffman Union Whole Music Club
  - Concerts-- Only allowed in the St Paul Student Center Northstar Ballroom, Coffman Union Great Hall, Coffman Union Whole Music Club, or Coffman Theater
- Security events are defined as events in which the risk associated is higher than an average event. Examples include:
  - Dances-- an event where dancing is the primary focus of the event, or an integral part of watching the entertainment
  - Concerts
  - Large events that are open to the public
  - Speakers that require additional security presence (political figures, dignitaries, public figures, etc...)
  - Performers with a history of security issues or concerns
- Open events are defined as events to which the general public is invited to attend and for which there is no comprehensive guest list requirement.
- Closed events are defined as events for which a comprehensive guest list or RSVP list is provided by the sponsor 24 hours prior to the event. In case of closed events, no exceptions or additions will be permitted to the guest list or RSVP list at the time of the event.

#### **3. Expectations**

- The University of Minnesota and SUA expect that the student group submitting a request for facility use will actively participate in all aspects of the event's organization and

execution. This group will help provide insight into the workings of the event and how the group plans to execute.

- Student groups are responsible for covering all expenses relating to security or police coverage needed at security events they sponsor

#### **4. Event Sponsors**

- Registered Student Groups & University Departments
  - Only Registered Student Groups or University departments may sponsor an event requiring security in SUA facilities.
  - Group officers must make the initial reservation and be involved with the event planning throughout. They must be present for the duration of the event.
  - Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. SUA reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in SUA for the organization who holds the reservation, in addition to being charged the higher of the two rate structures.
- University Guests
  - Guests are not allowed to host security events in SUA facilities.

#### **5. “Open” Events**

- Definition: events, which are intended to be available to all interested attending persons complying with the admittance policy.
- Besides paying the admittance fee, if any, an individual may only gain entry to an “Open” event as follows:
  - Identification. All persons attended the event, without exception, must show a valid government issued ID and be 18 years of age or older (a current UMN ID card is acceptable).
  - Metal Detector: All events included in this policy may be required to use a metal detector. Operating the metal detector is the sole responsibility of University Security.
  - Bags: Bags are not allowed at events. It is up to the sponsoring client to provide a secure bag check area for guests arriving with bags. See [UMN Bag Policy](#):

#### **6. “Closed” Events**

- Definition: events which are intended to be available to a specific group of participants, clearly stated in an RSVP or official invite list.
- The sponsoring organization will provide a typed alphabetical list of individuals invited to attend. This list must be submitted before the end of the business hours on the date of the event (note: groups having Saturday or Sunday events must submit the guest list before the end of business hours on the Friday before the event).

- Besides paying the admittance fee, if any, an individual may only gain entry to a "Closed" event as follows:
  - Identification. All persons attending the event, without exception, must show a valid government issued ID and be 18 years of age or older (a current U of MN ID card is acceptable).
  - RSVP List. Each individual must be on the official invite list.
  - Metal Detector: All events included in this policy may be required to use a metal detector. Operating the metal detector is the sole responsibility of University Security.
  - Bags: Bags are not allowed at events. It is up to the sponsoring client to provide a secure bag check area for guests arriving with bags. See [UMN Bag Policy](#).
  - Unannounced guests cannot be accommodated at "Closed" events as defined in this policy. All participants of the event must be included in the sponsoring organization's invite list. Adding guests at the door is not allowed.

#### **7. Risk Assessment Form:**

- SUA uses a Risk Assessment Form to determine security needs for a given event as necessary.
- Dances, concerts, events that are open to the public or events that will have a large audience size will be required to complete the Risk Assessment Form.
- When determining security needs, the following will be taken into account:
  - Location and venue
  - Expected attendance
  - Documented security issues at previous events (by the event sponsor or by the performer/speaker)
  - Alcohol service
  - Type of event (dance, concert, fundraiser, lecture, etc)
  - Audience (UMN students, supplied guest list, open to the public)
  - Presence of UMN staff (advisors, supervisors)
  - Level of impact to the surrounding community
  - Notoriety of the performer/speaker

#### **8. Security Event Meeting Schedule**

- Event meetings requiring security must be held a minimum of 45 days in advance.
- 45+ Days Pre Event
  - Space reservation is made
  - Risk Assessment Form is completed and submitted to Event Services
  - The event planning meeting is scheduled to discuss security details, as well as other event details. It is the responsibility of the organization to arrange the meeting with SUA staff.
    - All events requiring security will be considered tentative until authorized representatives meet with SUA staff to review all event arrangements.
    - If this meeting is not arranged 15 days prior to the event, the event in question will be automatically canceled.



- If security is required Event Services will contact UMPD to schedule the officer (a minimum 21 days is required to schedule UMPD personnel) and the University Security.
- 30+ Days Pre Event
  - All arrangements for the event, including set-up, security personnel, and AV needs must be finalized.
  - The closing statement of this policy must be signed and submitted by the sponsoring organization.
  - All promotional materials must be submitted to Event Services per section 10 of this policy.
- 30 Minutes Pre Event
  - Security Check-In Meeting-- Event sponsors and volunteers, UMPD, and University Security will meet to review the details of the upcoming event. Responsibilities for all tasks will be reviewed.

## **9. Security & Event Support**

- Sponsoring Group Personnel
  - The sponsoring organization is required to provide event staff throughout the duration of the event. For events that require security personnel, one member of the sponsoring organization must be present for each 50 attendees. The exact number of staff will be determined at the Event Planning Meeting 45+ days in advance of the event.
    - Volunteers will serve as hosts and assist security staff with the management of the event and its attendees. These volunteers must be distinguishable from others attending the event (nametag, hat, button, shirt, etc).
    - Group advisor(s) may serve as one/some of the organization volunteers.
  - All sponsoring organization event personnel are required to be present at the Security Check-In meeting 30 minutes prior to the event.
  - Role:
    - University of Minnesota Police (UMPD)
      - UMPD has the ultimate authority for all security on the University of Minnesota-Twin Cities campus. They may require additional security to what is indicated in the Event Planning Meeting 45 days prior to the event.
      - A minimum of one UMPD officer will be required at all Security Events. The number of officers will be determined by UMPD based upon the Risk Assessment Form.
      - UMPD requires 21 days notification for personnel requests.
      - Event Services will work with the sponsoring organization to coordinate UMPD presence at the event.
      - The sponsoring organization is responsible for all charges associated with event security, including the required UMPD officer(s).

- If the attendance exceeds projections, crowd control concerns develop, patron safety issues arise, suspicious behavior is observed, or any other security concern arises, the security staff and/or UMPD reserve the right to call in additional officers at an additional cost to the sponsoring organization.
- University Security
  - The event may require the presence of University Security to check IDs, wand, conduct bag checks, and assist with guest admittance.
  - The number of staff will be determined by SUA staff in coordination with the University Security and UMPD.
  - Reserving the University Security will be arranged by SUA staff.
  - The sponsoring organization is responsible for all charges associated with event security.
  - Roles:
    - ID Checker: All individuals entering an event that requires security personnel must submit to having their ID checked. University Security will act as the ID Checker for the event, ensuring that all participants provide proper identification.
      - In the event that admission is based upon a guest list, that list must be provided to the ID Checker at the Security Check-In meeting, 30 minutes prior to the event. It must be in Alphabetical Order by Last Name.
    - Metal Detector: All events included in this policy may be required to use a metal detector. Operating the metal detector is the sole responsibility of University Security.
    - Bags: Bags are not allowed at events. It is up to the sponsoring client to provide a secure bag check area for guests arriving with bags.
  - The roles as indicated in the section above are subject to change based on the needs of the event and requests of security personnel from UMPD or the University Security.

#### **10. Publicity/ Ticket Pre-Sale**

- "Open" Dance/Concerts/Speaker are the only types of events under this policy that can accommodate ticket pre-sale or publicity.
- The sponsoring organization will submit all publicity and potential pre-sale tickets for review by SUA staff prior to its printing or distribution. At a minimum, submissions should be made 10 days before the event. The SUA review will be limited to information related to this policy.
- The following information must be included in all public notice of the event (including print media, broadcast, etc.).

- Full Name of the sponsoring group
- The date, time, and location of the event
- Admission fees
- Admission requirements
- "18+ with valid government issued ID or U of MN UCard required for entry"
- All publicity must comply with the U of MN Equal Opportunity Statement: "The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation."
- Sponsoring organizations are encouraged to provide publicity in alternative formats.
- Admission Requirements- Promotional materials should accurately reflect the audience for the event:
  - "University of Minnesota Students, Faculty, and Staff Only" (UCard required)
    - Events with the admission status may only admit individuals with current UCards
    - A valid UCard must be presented by each person admitted to the event
  - "University of Minnesota Students, Faculty, Staff or 18+ on Guest List Only" (ID Required)
    - Events with this admission status may admit University of Minnesota students.
    - These events may also admit those that are at least 18 years of age and on the event guest list
    - If a guest list is used, it must be supplied to the University Security at the pre-event check-in meeting in Alphabetical Order by Last Name.
  - "Open to the Public" (18+ ID Required)
    - Events with this admission status may admit all attendees that are at least 18 years of age.

## **11. Administrative Procedures**

- Each facility included in this policy will establish fees for services that reflect the individual facilities costs. Examples of fees include, but are not limited to: room rental costs, audio/visual charges, equipment set up fees, late fees, UMPD costs, University Security, etc.
- Under this policy SUA will provide any forms needed to allow the sponsoring organization and the facility to demonstrate compliance with policy

## **12. Cancellation**

- The SUA staff, University Security, and UMPD reserve the right to take action if there is a failure by the sponsoring organization to comply with this or any applicable SUA policy, U of MN policy, Minnesota State Law, or Federal Law. Under such circumstances the event may be canceled or halted prior to the scheduled conclusion. The sponsoring organization may be assessed a late cancellation fee or be assessed the complete room rate charge in such cases. Disciplinary action may be taken with the individual or sponsoring organization based upon the nature of the violated policy.

### **13. Evaluation**

- Within ten (10) days of the event an evaluation will be completed using a standard format and sent out to the sponsoring organization. The evaluation will include written remarks, when applicable, by a SUA representative, a representative of the sponsoring organization, and a representative from the UMPD.
- The results of an event evaluation may influence decisions regarding the specified sponsoring organization's future use of all SUA facilities for a period of up to three (3) years. In addition, the results of an event evaluation may determine the level of security required for future events or denial of future use of SUA facilities.

### **14. Closing Statement**

I, \_\_\_\_\_, as an officer of my organization, \_\_\_\_\_, agree to the terms and conditions listed in the "Event Security" Policy, Event Services Departmental Policies, and the SUA House Policies. I further acknowledge that I may be responsible for all fees associated with the event I am planning, including those assessed by SUA, the University Security, UMPD, and any other parties with whom I contract for services.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Event Services Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_