

LARGE EVENT GUIDELINES

The University expects the rights and privileges of all persons to be respected and that there will be no endangerments to University property or the health or safety of the campus community, or significant disruptions to normal University operations. The following guidelines apply to all Large Events to be hosted or sponsored by University departments, registered student organizations or non-campus parties on University property. These guidelines will be enforced in a content-neutral manner to facilitate the exercise of rights of free speech and assembly while also protecting the University community.

Scope of Guidelines

These guidelines apply to any Large Events hosted or sponsored on University property by University departments, registered student organizations and non-campus parties. Only University employees acting in the course and scope of their University employment may organize and supervise a departmental event.

For purposes of these guidelines, a Large Event is any planned gathering, including but not limited to celebrations, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences to be hosted or sponsored on University property by University departments, registered student organizations and non-campus parties.

Large Events are events at which the following conditions apply:

1. Over 200 or more persons are anticipated to attend; and/or
2. Authorized University officials, such as the Public Safety Team, CSUPD, the University Special Events Advisory Group (USEAG), or Event Planning staff (University Events or LSC Events) determine that the event is likely to significantly affect campus safety and security, or significantly affect normal University operations, including but not limited to providing usual and customary services to students, faculty and staff, classes and educational activities.

Any determination by University officials that an event constitutes a Large Event shall be based on the officials' content-neutral assessment of information relevant to the proposed event.

The University reserves the right to classify any proposed event as a Large Event subject to this policy, consistent with the guidelines above. Event hosts and sponsors are encouraged to consult with the appropriate campus contact at the earliest possible time to help ensure the event is properly planned and may be successfully hosted.

Purpose of Guidelines

These guidelines are implemented to promote the safe and orderly use of University property. Priority for the use of University property is given to University departments and

registered student organizations. Subject to the requirements of these guidelines, and to campus regulations and policies applicable to specific facilities, campus facilities may be made available for use by non-campus parties provided the facilities are not needed and the use would not disrupt campus operations or activities.

These guidelines operate in conjunction with specific requirements for use of each campus facility. Facility reservation deadlines and other procedural details may vary among campus facilities. Therefore, the facility manager of the requested venue must be consulted before the event to obtain specific details concerning reservation and event procedures.

Failure to comply with campus regulations and policies pertaining to events may result in denial of the facility use request.

Rules and Procedures

Event organizers are responsible for all costs. This includes, but is not limited to, facility fees, reasonable security costs, and any damages that arise from the event. The following rules apply to all Large Events:

1. The use and/or possession of illegal drugs and weapons are prohibited at all campus events.
2. All event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials as deemed reasonably necessary to ensure the safety and security of event participants, the campus community and University property. Participants will be notified through clearly posted signs near event entrances if they will be subject to a search.
3. The maximum room capacity for all campus facilities must be observed at all times.
4. The possession and/or consumption of alcohol at Large Events is prohibited unless approved, in advance, pursuant to the CSU Alcohol and Drug policy.

Any University department, registered student organization or non-campus party that wishes to host or sponsor a Large Event must adhere to the following requirements as determined by the authorized University officials:

1. Contact the appropriate office to make a preliminary reservation request for the event's desired location, preferably six weeks or more prior to the event, and provide general information regarding the proposed event, the parties involved, who it will be marketed to, anticipated number of participants and related information sufficient to allow for event planning. For proposed events at the Lory Student Center, contact LSC Events. For proposed events at any other location, contact Facilities Management. The preliminary reservation request does not constitute approval of the use of the venue at the proposed date and time.

2. Requests to host Large Events will be reviewed by the University in consultation with the CSU Police Department, Public Safety Team, Emergency Management, Office of the General Counsel, Risk Management and Insurance, or other relevant campus units.
3. The Large Event organizers must meet with relevant campus officials to review event details at least four weeks prior to the event to share event information and discuss logistical expectations.
4. Changes to event details (e.g., speakers, expected attendance, location, etc.) submitted may result in denial of the facility use as requested.
5. Event insurance must be secured and the event host or sponsor must provide confirmation of insurance at least one week prior to the event.
6. CSUPD will conduct a security assessment based on information provided from the event organizers and such other information CSUPD may obtain. CSUPD, in consultation with the CSU Public Safety Team, will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. Permissible factors for consideration include but are not limited to: (a) the proposed location of the event, (b) the estimated number of participants based on event organizer estimates and any other relevant information, including past or similar events at CSU or other locations, (c) the time of the day that the event is to take place, (d) the date and day of the week of the event, (e) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented, (f) the resources needed to secure the event, (g) the anticipated weather conditions, (h) the estimated duration of the event, and (i) any similar viewpoint- and content-neutral considerations relevant to assessment of security needs.
7. CSUPD will make security recommendations that, in its professional judgment, will address security threats identified as a result of the evaluation. The goals of CSUPD's security recommendations will be to:
 - a. Minimize risks to the health and safety of the event participants and audience;
 - b. Minimize risks to the campus and surrounding community;
 - c. Maximize the ability of the event sponsors to successfully hold the event; and
 - d. Protect the rights of free expression by the event sponsors, participants, and community.

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing or requiring additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

8. If CSUPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with CSUPD no later than three weeks prior to the event date. The meeting may include, as necessary, the following: the relevant facility manager or designee; representatives from the sponsoring organization or non-campus party; and anyone else whose presence is requested by CSUPD. CSUPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for mitigating security needs that CSUPD has identified. CSUPD will make the determination if mitigation efforts are sufficient.
9. If CSUPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with stakeholders to discuss its revised recommendations.
10. Should the event organizers and CSUPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the Chair of the CSU Public Safety Team for final determination. The Chair may determine the security measures required for the event based on CSUPD's security assessment. The goals of that determination will be to:
 - a. Minimize any identified threat to health and safety of the event participants and audience;
 - b. Minimize any identified threat to the campus and surrounding community;
 - c. Maximize the ability of the event sponsors to successfully hold the event; and
 - d. Protect the exercise of rights of free expression by the event sponsors, participants, and community.
11. The event sponsors must pre-pay 50% of estimated security costs as reasonably established by CSUPD at least seven (7) days prior to the event, and reimburse the remaining amount owed within fourteen (14) days of the event. Costs will be based on standard billing rates for CSUPD for providing police services and/or supplemental contracted security as approved by CSUPD, personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on the CSUPD assessment, including but not limited to the following criteria:
 - a. Event venue, including venue size, location, number of entrances and exits to be staffed;

- b. Time of day;
- c. Number of expected attendees;
- d. Whether entrances will be controlled and whether tickets will be sold;
- e. Whether the event will be open and/or advertised to non-affiliates of the University;
- f. Whether alcohol will be served;
- g. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
- h. Whether event performers come with personal security teams or details that require CSUPD liaisons; and
- i. Whether event sponsors or event performers request additional security measures.

Additional security fees will not be charged to event sponsors based on the subject matter of the event or the viewpoints, opinions, expression of the sponsors, event performers, or others participating in the event.