

UCR Policies and Procedures

Policy Title: Major Events

Policy Number: 700-85

Responsible Officer:	Vice Chancellor for Planning, Budget, and Administration (VC-PBA)
Responsible Office:	Office of the VC-PBA
Origination Date:	07/18/2003
Date of Revision:	04/27/2019
Scope:	Policy Establishing Processes for Hosting Major Events on University Controlled Properties

I. Policy Summary

The University of California, Riverside (UC Riverside) makes some of its University-Controlled Properties available for hosting events. Every request to host a Major Event on University-Controlled Properties is reviewed. This policy establishes the processes for requesting and hosting Major Events on University-Controlled Properties.

II. Definitions

- **Event** refers to any planned assembly, including but not limited to: celebration; social gathering with or without amplified music or sound; lecture; forum; performance; concert; rally; speaker presentation, conference; and athletic competition .
- **Major Event**, for the purpose of this policy, refers to any planned assembly, including but not limited to: celebration; social gathering with or without amplified music or sound; lecture; forum; performance; concert; rally; speaker presentation, conference; and athletic competition at which one or more of the following conditions apply:
 - Expected attendance of 300 or more individuals;
 - Per the determination of designated UC Riverside officials, the planned assembly has the potential to significantly impact the safety, security, and/or services or operations of the campus based on an assessment of:
 - Proposed location;
 - Estimated number of participants/attendees;
 - Time of day;
 - Date and day of the week;
 - Use of outdoor amplified sound if outside designated hours;
 - Proximity to other activities or locations that may interfere with or reduce the efficacy of security measures being implemented;
 - Security resources;
 - Anticipated weather conditions;
 - Estimated duration;
 - Selling and/or serving of alcoholic beverages;

- Any objective and credible evidence regarding actual threats to campus safety and security, or
 - Any similar viewpoint- and content-neutral considerations relevant in the assessment of campus safety, security, and/or services or operations.
- **Non-University User** refers to an individual not currently employed by UC Riverside, or an employee of UC Riverside acting outside the course and scope of their employment. This also refers to Registered Student Organizations at UCR, group associations, corporations, or other combination of individuals or entities that are neither academic nor administrative departments of UC Riverside.
- **Registered Student Organization (RSO)** refers to an organization composed of current UC Riverside students. Each organization is recognized by UC Riverside via annual registration through the Office of Student Life.
Note: Only those individuals formally authorized by current members may make decisions on behalf of a RSO.
- **Security Staffing** refers to the level of security and number of staff required for hosting a Major Event on University-Controlled Properties. It is based on guidance provided by the [University of California Police Department, Riverside \(UCPD\) Special Events Staffing Matrix](#). Final staffing levels and associated costs are determined by UCPD. This determination does not take into account costs of extraordinary security necessary to protect the larger community from any unforeseen disturbance.
- **Sponsor** refers to an individual or entity requesting to host a Major Event on University-Controlled Properties. An individual or entity is classified into one of three categories:
 - University User;
 - Registered Student Organization; or
 - Non-University User.
- **Sponsorship** includes financial responsibility for all aspects of hosting a Major Event, including, but not limited to: security; associated logistical support; and any resulting damages to University Controlled Properties.
- **University Controlled Properties** refers to:
 - the entire physical footprint of the main campus, including, but not limited to: every structure; facility; parking lot, as well as all grounds; and
 - any real property located outside the footprint of the main campus that is owned or leased by UC Riverside.
- **University User** refers to any academic or non-academic unit, any other official UC Riverside entity, or any officially recognized part thereof, or any student government authorized by UC Riverside ([Association Students of UC Riverside and the Graduate Student Association of UC Riverside](#)).
- **Venue Contact** refers to the UC Riverside unit that manages reservations and schedules events for a particular venue.

III. General Requirements

A. Overview

Generally, a Sponsor requesting to have a Major Event on University-Controlled Properties must first determine whether the venue is available by getting in touch with the Venue Contact. The Venue Contact will serve as the primary point of contact throughout the approval process.

Each venue may have a different Venue Contact, along with unique reservation

procedures. These procedures relate to equipment, fees, Audio/Visual (A/V) capabilities, staffing expectations, and general rules of use. It is important that the Sponsor and the Venue Contact review the reservation procedures early in the approval process to preclude any delays in the use of the venue.

The category of Sponsor (Registered Student Organization, University User, or Non-University User) determines the specific procedures in the approval process. Section IV. *Specific Procedures for Major Events* provides more information for each category of Sponsor:

- University User or Registered Student Organization (IV. A.)
- Non-University User (IV. B)

B. *Every Major Event must have a Sponsor. A Sponsor is responsible for:*

1. identifying the content of a proposed Major Event;
2. scheduling, organizing, negotiating, and supervising a Major Event;
3. all related expenses of a Major Event; and
4. any additional costs incurred as a result of the Major Event.

UC Riverside reserves the right to require a Sponsor to provide additional security for a Major Event to enhance safety or further safeguard University Controlled Properties. A Sponsor will not be assessed any special fees if UC Riverside determines it necessary to provide additional security over and above the approved security plan as identified by the [UCPD Special Events Staffing Matrix](#). The provision for (or ability to provide) additional security does not relieve a Sponsor from its responsibility, including legal liability, for the security and safety of the Major Event.

C. *Actions and costs of a third party with whom a Sponsor contracts or arranges services related to a Major Event are identified below.*

1. Insurance
Every Non-University User, as a Sponsor of a Major Event, must provide a certificate of insurance per the guidance provided by [University of California Policy BFB-BUS-63; Insurance Requirements and Certificate of Insurance](#) to the Office of Risk Management as soon as possible, but no less than two weeks prior to the beginning of the Major Event. The Office of Risk Management provides insurance requirement guidelines for every event and activity held on University Controlled Properties. Additional insurance coverage may be required of a University User. The Office of Risk Management reserves the right to amend insurance coverage requirements based on its assessment of the level of risk associated with a Major Event. For further guidance, visit the [Office of Risk Management website](#).
2. University Policies and Alcohol and Drugs
 - a. This policy operates in conjunction with other applicable University policies, Policies Applying to Campus Activities, Organizations and Students (PACAOS), and facility regulations. In the event of a conflict between the provisions of another policy and this policy, the provisions of this policy will govern the use of University-Controlled Properties for

holding a Major Event.

- b.* Every Sponsor of and attendees at a Major Event must comply with [UC Riverside Policy: 700-60; Alcohol for Events](#) and [UC Riverside Policy: 850-65; Smoke/Tobacco-Free Environment](#).
- c.* The use and/or possession of illegal drugs is prohibited at every event hosted on University-Controlled Properties.
- d.* All Major Event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials to provide for the safety of event participants. Participants will be notified through clearly posted signs at the venue entrance if such a search will be conducted.
- e.* During every Major Event, attendees are subject to all relevant University policies and regulations. Failure to comply may result in not approving future requests submitted by a Sponsor. Additionally, a RSO may be subject to disciplinary action for failure to comply with University policies, PACAOS, and facility regulations.

3. Venue-Specific Requirements

Each venue has a Venue Contact who serves as the primary point of contact when a Sponsor requests to hold a Major Event. Each of the venues has its own set of requirements. These requirements are provided by the Venue Contact to each Sponsor requesting to hold a Major Event at that venue.

Maximum capacities for every space on University Controlled Properties are established by the Campus Fire Marshall in accordance with applicable municipal, state, and federal codes. The Venue Contact may further reduce the maximum capacity of a specific venue for holding a Major Event.

IV. Specific Procedures for Major Events

A. Sponsored by a University User or Registered Student Organization

- 1.** Immediately: The Sponsor will identify a specific venue on University Controlled Properties that is suitable and available to host the Major Event. The Sponsor will submit a request for holding the Major Event at the selected venue with the proposed date(s) and time(s) to the designated Venue Contact no later than four weeks prior to the proposed date(s) of the Major Event. The request must also provide sufficient detail of the Major Event to allow UCPD to determine security staffing requirements. Guidance as to the information needed will be provided by the Venue Contact.
- 2.** Immediately and On-Going: The Sponsor must comply with all requirements as established in the applicable UC Riverside policies, as well as provided by the Venue Contact. Fulfilling all requirements may include obtaining a variety of permits and/or waivers.
- 3.** Four Weeks Prior to the Major Event: The Sponsor will meet with the designated Venue Contact to review the details of the Major Event.
 - a.* This meeting will be coordinated by the Venue Contact and include

UCPD representatives, as well as representatives from other units, as appropriate.

- b.** If needed, the Venue Contact may schedule additional meetings with the Sponsor to exchange pertinent information and discuss logistical expectations.

- 4.** Three Weeks Prior to the Major Event: The Sponsor must confirm that security and insurance requirements, as well as media relation contacts are in place.

- a.** The Sponsor must complete and submit an Event Security Assessment form for review and approval by the UCPD.
- b.** The Sponsor must contact the Office of Risk Management to arrange for an insurance assessment in order to provide for approval a certificate of insurance per the guidance provided by [University of California Policy BFB-BUS-63; Insurance Requirements and Certificate of Insurance](#). If the certificate of insurance is not approved by the Office of Risk Management, the Major Event cannot proceed unless the Sponsor obtains insurance coverage that meets UC Riverside minimum requirements. Any subsequent changes of a substantive nature to the Major Event must be brought to the immediate attention of the Office of Risk Management. If it is determined that the changes are not covered in the approved certificate of insurance, then the Office of Risk Management will require the Sponsor to provide a revised certificate of insurance for approval.
- c.** If applicable, the Sponsor will submit to the Venue Contact the full name and contact information for the individual who is responsible for all media relations involving the Major Event. This is to help ensure that University Communications and other units know with whom to coordinate regarding logistics involving media organizations.

Note: The Sponsor understands that if the aforementioned requirements cannot be completed within this time frame, the Major Event may be delayed.

- 5.** Prior to a Major Event, the UCPD Chief or designated UCPD representative may inform appropriate individuals or entities, including University Communications and/or local law enforcement, or their designees, about the Major Event. The UCPD Chief or designated UCPD representative and any other appropriate individual or entity may request additional meetings with the Sponsor, Venue Contact, and any other appropriate individuals in advance of the Major Event to discuss concerns or to solicit information relevant to the assessment of security needs.

Note: The Sponsor understands that UC Riverside is relying, in part, upon the accuracy of the information the Sponsor provides in determining appropriate security requirements. Insufficient, delayed, or erroneous information provided by the Sponsor may result in the Major Event being postponed or cancelled

- 6.** A Sponsor must end a Major Event no later than 10 p.m. or at a designated time as determined by UC Riverside administration. This determination will be

based on the UCPD security assessment, as well as take into account applicable policies and City of Riverside ordinances. Additional charges may be applicable to extend a Major Event beyond specific building hours.

B. Sponsored by Non-University Users

A Non-University User requesting to Sponsor a Major Event on University Controlled Properties must comply with the following procedures.

1. Immediately: The Sponsor must submit a request to host a Major Event at a venue on University-Controlled Properties to the designated Venue Contact at least six weeks prior to the proposed date(s).
 - a. Requirements for requesting and holding a Major Event vary by venue. Each venue is overseen by a Venue Contact who can provide specific details for that venue.
 - b. The authority to approve a request from a Non-University User to use the venue for a Major Event is held by the highest-level administrative official or designee of the unit to which the venue is assigned, adhering to the guidance contained in this policy. A preliminary reservation does not constitute approval for the use of a venue.

Note: If security arrangements and other preparations cannot be made in compliance with this time frame, the Major Event may be delayed.
2. Six Weeks Prior to the Major Event:
 - a. The Sponsor requesting a venue to hold a Major Event must submit an Event Inquiry and Security Assessment form following the on-line instructions at least six weeks prior to the date(s) of the Major Event.
 - b. The designated Venue Contact for the venue sends the Event Inquiry and Security Assessment form to UCPD within five business days of receiving the request.
3. Five Weeks Prior to the Major Event:
 - a. The designated Venue Contact, at least five weeks before the dates(s) of the Major Event, will meet with the Sponsor to review and discuss the relevant details. This meeting may include representatives from UCPD, TAPS, and other units, as appropriate.
 - b. If necessary, the Venue Contact may schedule additional meetings with the Sponsor to address any outstanding items, as well as logistical expectations. The Major Event coordination meeting will usually occur four weeks prior to the event. The Venue Contact may request an additional meeting to ensure that all instructions agreed to at the Major Event coordination meeting have been carried out.
4. Four Weeks Prior to the Major Event: Submit to the Venue Contact, as appropriate, the full name and contact information for an individual who is responsible for all media relations, so that University Communications and other units know with whom to coordinate regarding logistics involving media organizations and all marketing plans (to include social media).
5. Two Weeks Prior to the Major Event: The Sponsor must provide a certificate

of insurance to the Office of Risk Management that is compliant with provide for approval a certificate of insurance per the guidance provided by [University of California Policy BFB-BUS-63; Insurance Requirements and Certificate of Insurance](#), no later than two weeks prior to the date(s) of the Major Event. Depending on the risks associated with the Major Event, the office of Risk Management may require a Sponsor to provide higher amounts of insurance, additional types of insurance, or both.

6. A Sponsor must agree to reimburse the required costs of Security Staffing based upon the [UCPD Special Events Staffing Matrix](#). A Sponsor will not incur any additional expenses related to the protection of the larger university community.

Security fees will be based on standard, approved, and published recharge rates for UCPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on an assessment including but not limited to the following criteria:

- Estimated number and affiliation of attendees;
- Venue, including: size; location; and number of entrances and exits to be staffed;
- Time of day;
- Whether the Major Event will be open and/or advertised to the public-at-large;
- Whether entrances and exits will be controlled;
- Whether tickets will be sold;
- Whether alcohol will be served;
- Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
- Whether performers come with personal security teams or details that require UCPD liaisons; and
- Whether organizers or performers request additional security measures.

A Sponsor will not incur additional security fees based on concerns that the content of the Major Event or the viewpoints, opinions, or anticipated expression of the Sponsor, performers, or others participating might provoke disturbances or response costs required by such disturbances.

A Sponsor may not advertise a Major Event until the request is approved. Once the Major Event is approved, all publicity material must be checked for correct venue location, time(s) and date(s), and Sponsor(s) before posting. The Sponsor understands that any advertising prior to these approvals may result in the delay or cancellation of the Major Event.

V. Security Procedures

If required, pursuant to the criteria set forth in the Campus Events Risk Grid, UCPD will conduct a security assessment based on information provided by the Major Event Inquiry, the Security Assessment form, and any other such information as UCPD may obtain.

In consultation with the Office of Campus Counsel, UCPD will assess Security Staffing needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions or anticipated expression of speakers, Sponsors, participants, community members, or performers. Permissible factors for consideration may include, but are not limited to:

- the estimated number of participants;
- the affiliation of attendees (Student, Faculty, Staff, Visitor);
- whether alcohol will be served at the Major Event;
- the time of day the Major Event is to take place;
- the date and day of the week of the Major Event;
- the proposed location of the Major Event;
- the proximity of the Major Event to other activities or locations that may interfere, obstruct or lessen the effectiveness of the security measures being implemented;
- the resources needed to secure the Major Event;
- the anticipated weather conditions;
- the estimated duration of the Major Event;
- any similar content-neutral considerations relevant to assessment of security and campus safety needs and
- Past history of violence, arrests, damage, etc. at the same event/performances

UCPD will make security recommendations that address security threats identified as a result of the evaluation. The goals of UCPD security recommendations are to:

- Minimize risks to the health and safety of the Major Event participants and audience;
- Minimize risks to University Controlled Properties and the surrounding community;
- Maximize the ability of the Sponsor to successfully hold the Major Event; and
- Protect the exercise of freedom of speech, expression, and assembly by the Sponsor, participants, and members of the community.

Recommended security measures may include, but are not limited to: modifying the venue; adjusting the date(s) and/or time(s) of the Major Event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

If UCPD determines the Major Event has substantial security needs, the Sponsor must schedule a security assessment meeting with UCPD no later than three weeks prior to the date(s) of the Major Event. The meeting may include, as necessary, the following: Venue Contact or designee; and one or more representatives of the Sponsor. The individuals serving as first contacts must attend the meeting and be available for consultation throughout the event-planning period. UCPD will present security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing the security needs that UCPD has identified.

If UCPD 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 the Sponsor and other appropriate stakeholders to

discuss its revised recommendations.

Should the Sponsor and UCPD be unable to agree on implementation of security measures or recommendations, the Sponsor may submit an appeal to the Chancellor or the Chancellor's designee for final determination. The Chancellor or Chancellor's designee may make a determination of the security measures required for the Major Event based on the security assessment conducted by UCPD. The goals of that determination are to:

- Minimize any identified threat to health and safety of the Major Event participants and audience;
- Minimize any identified threat to University Controlled Properties and the surrounding community;
- Maximize the ability of the Sponsor to successfully hold the Major Event; and
- Protect the exercise of rights of free expression by the Sponsor, participants, and community.

Implemented security measures may include, but are not limited to: adjusting the venue, date and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue. The Chancellor or Chancellor's designee will provide the Sponsor a written explanation of the reasons for the final decision.

If during a Major Event an imminent threat to public safety arises, avoidance or minimization of which requires delay or cancellation of the Major Event, the Campus Event Response Team guidelines will be consulted. The on scene UCPD incident commander has the authority to make a tactical decision to immediately delay or cancel the Major Event to mitigate damage to University Controlled Properties and/or public safety risks.

VI. Exceptions

- A.** Union access and rights to organize are governed by collective bargaining agreement and statute.

- B.** In rare circumstances, the Sponsor of a Major Event may believe that time is of the essence and it is not possible to comply with the procedural deadlines in this policy. In those circumstances, the Sponsor may appeal to the Chancellor or the Chancellor's designee. The Chancellor or the Chancellor's designee, in consultation with UCPD, will determine whether to grant the exception request and, if so, whether the proposed Major Event may be held and what security or other measures will be implemented. The determination will be based on viewpoint-neutral factors, including:
 - The time-sensitivity of the proposed Major Event (e.g., whether the Major Event is in response to an unplanned and/or unforeseeable occurrence, such as a natural disaster, a death, or a current event).
 - The affiliation of attendees (Student, Faculty, Staff, Visitor);
 - The anticipated number of attendees;
 - The availability of an appropriate venue and alternate venues that are not University Controlled Properties.
 - The ability of UCPD, based on its own assessment, to adequately plan for the

security of holding the Major Event and/or securing it.

VII. Appeals

If any individual or entity wishes to contest a decision of the UC Riverside under this policy, they must submit a written appeal to the Vice Chancellor for Planning, Budget, and Administration within seven calendar days of receiving the notice of the decision. The Vice Chancellor for Planning, Budget, and Administration may conduct an inquiry in to the facts and circumstances and will respond to the appeal within ten business days.

VIII. Revision History

It is recommended that this policy and associated procedures are reviewed, at a minimum every three years, by the Policy Owner. Updates to reflect changes to related policies or governing standards, regulations, laws, and other such guidance are made as often as required by the Chief Compliance Office.