Approval

- Complete the Activity Planner process with Student Leadership & Development.
- Complete the Event Proposal process with Student Leadership & Development.
- All performers must be approved by the Senior Vice President for Student Affairs or his/her designee.
- Outdoor concerts are prohibited unless an exception is granted by the Senior Vice President for Student Affairs or designee.

Staffing

- The organization advisor or designee must be present for the entire event.
- One staff/faculty moderator for every 200 guests must be in attendance for the entire event.
- Students are responsible for finding the staff/faculty moderators.
- Organizations are responsible for finding staff/faculty moderators to work during the event and assist the organization with overall event management.
- Facility and custodial staff will be in attendance during events and may charge the organization accordingly for large scale events.

Security

- Public Safety officers are required at all dances, concerts, and large scale events. Off-campus security is required if deemed necessary by Public Safety in the Event Proposal Meeting.
- For dances and concerts in Burns Recreation Backcourt, a minimum of three Public Safety officers must be on duty in addition to any security required by Public Safety.
- Public Safety has final approval of off-campus security companies.
- Public Safety does not perform pat downs. Off-campus security must be hired to perform those duties.
- Public Safety requires a 4-hour minimum shift for each officer for all events.
- Security must arrive 30 minutes prior to the event start time and must stay 30 minutes past the event end time.
- The organization representatives, staff moderators, facility representative, Sodexo staff, Public Safety and off-campus security will meet 30 minutes prior to the start of the event to discuss roles and responsibilities.
- Public Safety has final authority in all security matters. This includes, but is not limited to, asking disruptive guests to leave, regulating facility capacity, and shutting down the event.

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