

# Activity Registration Policies and Guides

2023-2024

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## Policies and Guides

### Policy Regarding Registration of Activities

An activity that meets *any one or more* of the following criteria requires activity registration:

1. Any on-campus activity that needs resources from Event & Classroom Management (ECM).
2. Any on-campus activity at which attendance will exceed 100 people.
3. Any on-campus activity that requires significant University resources, (e.g., services supplied by Facilities, Public Safety, Parking & Transportation, Ticket Program, Group Travel, etc.). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, the Field House, and all Residential Life spaces.
4. Any activity, on- or off-campus, at which money will be collected (including but not limited to events with tickets, fundraisers, and raffles).

5. Any on-campus collection drive.
6. Any on-campus conference/competition hosted by a student organization.
7. Any on-campus activity at which more than 20% of the audience and/or participants is expected to be non-U of R community members (conferences included).
8. Any on campus activity that involves working with a non-U of R organization, such as co-sponsors or guests.
9. Any programs, on- or off-campus, involving minors and children (not including University students who are minors).
10. Any on-campus event with alcohol that meets one or more of these qualifications:
  - a. Is the event being hosted or planned by one or more members of the organization and supported by executive board officers?
  - b. Is the event financed in whole or in part by the organization including the purchase of alcohol?
  - c. Is the event listed or advertised on the organization’s website or social media accounts (Facebook, Twitter, etc.)?
  - d. Do online invitations refer to the organization? This includes location name.
  - e. Is the event listed on the organization’s calendar (public or private calendars included)?
  - f. Will the event be announced at an organization meeting or over organization’s group text, Group Me, Slack Channels, etc.?

*Example A (event must be registered):*

An organization wants to host a wine tasting event for campus community members at an on campus location (fraternity house, May Room, etc.). The event is announced at the chapter meeting and advertised through CCC.

*Example B (event does not need to be registered):*

A 21-year-old organization member wants to have people over to the fraternity house to watch football and will provide pizza and beer. They announce the gathering at the conclusion of the chapter meeting.

Timelines:

Guide for Registration Timeline

Student organizations must stick to strict timelines in order to ensure the success of their activities. Failure to follow activity registration timelines will result in activity denial by the organization’s primary advisor.

<i>How many days before the activity do you need to register:</i>	
<ul style="list-style-type: none"> <li>• Any on-campus activity where attendance will exceed 100 people.</li> <li>• Any on-campus activity that requires significant University resources (e.g., services supplied by Facilities, Public Safety). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.</li> <li>• Any activity with alcohol that requires registration</li> <li>• Any activity using the university ticket system</li> </ul>	30 days

<i>How many days before the activity do you need to register:</i>	
<ul style="list-style-type: none"> <li>Any on-campus activity where food is provided (approved caterers, temporary food permits, perishable food items). <i>This excludes pizza and pre-packaged foods.</i></li> <li>Any activity with additional AV/Furniture needs beyond self-service options.</li> <li>Any activity requiring university funding, <i>excluding funding for pizza and pre-packaged foods or General Interest Meeting funds.</i></li> <li>Any activity requiring additional services.</li> </ul>	14 days
<ul style="list-style-type: none"> <li>Hirst Info Tables</li> <li>Member/Chapter Meeting (No Services)</li> <li>General Interest Meetings</li> </ul>	4 days

\*As of January 2023, all practices, rehearsals, GMM with no services do not need to be registered.

### Guide for Event, Activity, or Program Timeline

Undergraduate student organizations are eligible to hold activities while classes are in session during the academic year (Fall & Spring semesters). If undergraduate student organizations wish to hold events, activities, or programs when classes are not in session, they must fill out the Exception Request form on CCC. The only student organization type authorized to hold study breaks without exception is the academic/professional category of undergraduate college student organizations and only if they do not need university resources/services.

### Guide for Risk Management Plans

For many activities, such as those that involve food, alcohol, busing to a location, ticketing/cash handling, or staff from Public Safety or Facilities, it may be appropriate to include a risk management plan. These plans should be specific to the activity being hosted (and not, for example, a generic statement of risk management for an organization). For each risk area (food and sanitation, alcohol, transportation, ticketing/cash handling, and money management, crowd management), the plan should address the organization's strategies to avoid risk before and during an activity and control risk once it has been identified. Work with your advisor on this plan. Sample templates are located on the WCSA webpage [here](#).

### Guide for Tickets/Cash Handling at Activities

All activities that involve ticketing or cash handling must be registered on the CCC. A mobile-box office may be required depending on the size of the activity. Donations cannot be received in lieu of tickets or at door ticket sales.

### Guide to the Activity Locations

- Feldman Ballroom / May Room.** When Douglass or the May Room are used as a party location, there are specific signs that must be visible at all times, at the request of the Activity Registration Review Committee and Public Safety. These signs may be picked up at the Campus Information Center, Wilson Commons 201.
- Strong Auditorium.** Any activity proposed for Strong Auditorium will be subject to a review of historical attendance (if appropriate). If attendance has historically been below 250, the Activity Registration Review Committee and the Reservations Coordinator reserve the right to find an alternative venue for the activity.

### Activities on the Fraternity Quad

On any given evening, if there are five or more activities scheduled in houses on the Fraternity Quad, Public Safety and the rest of the Activity Registration Committee will determine whether additional Officers are required.

If it is determined that one or more additional Officers are needed and all organizations have submitted their Activity reservations in a timely manner, the additional cost would be split equally among all groups hosting activities.

Factors that will be considered in adding the additional officers would include:

- How many activities have alcohol
- How many are parties open to the UR community
- How the activities have been advertised
- How many activities are registered off-campus
- If it is a holiday or other milestone in the calendar where there has typically been more potential for high-risk behavior (e.g., beginning or end of semester)

### Guide to the Activity Registration Review Committee

The Activity Registration Review Committee will be appointed by the Dean of Students and will be composed of staff members from Wilson Commons Student Activities, Center for Student Conflict Management, Public Safety, Residential Life, and Fraternity and Sorority Affairs, as well as a student representative from: SA Government, Senior Class Council, the Panhellenic Association, and the Interfraternity Council. Either the Associate or the Assistant Dean of Students will chair the committee.

### Policy Regarding Car Bashes

A car bash is an activity in which an old car from a junkyard is brought on campus. Participants take turns swinging a sledgehammer at the car, usually for a small donation. All proceeds for the activity usually go to a charitable organization determined by the group sponsoring the car bash.

In addition to normal activity procedures (e.g., reserving a location, using a Flex Wedge, advertising, etc.), the following safety precautions should be enacted:

- Every participant must sign a Physical Activity Waiver and wear safety glasses due to chance of injury.
- Obtain proper insurance for the activity. Student groups that are part of a national organization (such as fraternities & sororities and some awareness groups) may obtain this insurance through their organization. Other groups should work with their advisors to obtain insurance through the Office of Legal Counsel.
- The organization planning the activity should contact University Facilities and Services to discuss appropriate times and locations. The goal is to minimize any impact on the university grounds.
- Any car used for the purpose of this activity must be completely stripped in advance, meaning the gas tank, all glass, and any other combustible parts must be removed from the car. This should be done by the location supplying the vehicle, not by the students planning the activity.

### Policy Regarding Gambling

In compliance with New York State Penal Law § 225.05 and additional federal regulations, gambling is illegal and not permitted at the University of Rochester or among its student organizations. A person “gambles” when they risk “something of value” on the outcome of a “contest of chance” with the hope of receiving “something of value” if they win. The following guidelines ensure compliance with these regulations:

- Students or organizations cannot bet on, wager on, or sell pools for any athletic event.
- There cannot be an admission fee or ticket when games of chance are involved.
- Neither the University nor an organization sponsoring a poker tournament, casino night, or similar event can receive proceeds from that activity.

- A student organization hosting a poker tournament, casino night, or similar activity can only hold one such activity per semester. These activities cannot be held where alcohol is served.
- Raffles are not permitted. Door prizes may be offered wherein all attendees have an equal chance to participate and no entry/participant fee is charged.

### **Poker**

Poker is considered a “contest of chance” in New York State. Therefore, the University of Rochester cannot knowingly allow any student organizations to gamble – meaning risk something of value, such as money – on poker games using University of Rochester property or resources. Student organizations may play poker, but *gambling* on poker is not permitted. For example, the cards club may host poker games using chips that are distributed free of charge and may not be exchanged for anything of value. Poker tournaments are permissible if no gambling is allowed, however:

- The activity should be free of charge. Accepting an admission fee for the chance to receive something of value (particularly a share of a “pot”) is impermissible gambling.
- Under no circumstances can a participant win a “pot” or any other form of prize money as a result of their participation in poker. No money can change hands.
- There should be no advertising to the general public. UR community only.

### **Bingo**

Bingo events are permissible under the following guidelines:

- No entry fee can be charged for the activity
- Students or organizations cannot charge for Bingo boards

## Policy Regarding Bonfires

As soon as your group identifies that it wishes to put on a bonfire or s’more pits, you must meet with your primary advisor to discuss your intentions for the activity. You will then schedule a campus providers meeting that includes your primary advisor, University Fire Marshal, Facilities, Public Safety, and Residential Life to go over the following logistical considerations to hold a successful event.

1. Reserve the only designated location on campus:
  - a. Sage Lawn (for the activity)
  - b. O’Brien Conference Room (for activity supplies night before/day of: wood, food, extinguishers)
2. Supplies needed:
  - a. Wood (you must supply your own)
  - b. Hose (provided by Facilities)
  - c. Fire extinguishers (need to pay a deposit to University Fire Marshal, and event managers must be trained on fire extinguishers by the Fire Marshal)
  - d. Small burn barrels (for roasting s’mores) (Facilities)
  - e. Buckets of water next to small burn barrels (student group)
3. Staffing:
  - a. At least 15 people must be staffing the activity at any given time. If this number is not met, the activity will not be approved.
  - b. If utilizing s’mores pits then another person per pit needs to be added.
4. Event Support:
  - a. If music is to be a part of the activity it cannot be amplified (i.e., acoustic music only).
  - b. The main bonfire can be no taller than six feet.

5. Food: if food will be part of the activity,
  - a. Include the campus sanitarian as part of the campus providers meeting
  - b. Trash cans must be provided (Facilities)
  - c. Trash must be removed at the conclusion of the activity (Facilities)

## Policy for Activities with Alcohol

The University of Rochester understands the importance a positive social experience has on students' sense of belonging in our community. When socializing with alcohol, we utilize a harm reduction approach to promote safety, empower personal responsibility, and minimize incidents of underage and unsafe alcohol consumption.

### Requirements to Host Activities with Alcohol

- The student organization must be recognized and in good standing with the University at the time the activity is scheduled to take place.
- The host organization and any co-sponsors must participate in SWARM Training annually and have at least four trained SWARM monitors present throughout every event.

### On-Campus Activities with Alcohol

- Activities on-campus must follow the Activity Registration process.
- Third party vendors are required for alcohol service at campus activities with alcohol.

### Off-Campus Activities with Alcohol

- Activities in private residences are not submitted through Activity Registration, nor may they utilize university resources (tickets, CCC, Public Safety, funding). Students hosting such activities are expected to comply with all other university policies and federal, state, and local laws.
- Activities off-campus in public venues (e.g., bar nights or formals) must follow the Activity Registration process.
- Depending on the circumstances, conduct at off-campus activities wherever they occur may be subject to the Standards of Student Conduct at the discretion of the Judicial Officer.

The Activity Registration Committee will evaluate how many activities with alcohol will be permitted in a given weekend and on a given day. Students alone (i.e., not attached to a student organization) cannot register activities.

## Formals

"Formals" are defined as activities which:

- Are sponsored by a club or an organization (as listed in the CCC Directory)
- Are at a location that is closed to the general public
- Limited to one guest per student organization member
- Take place on Thursday, Friday, or Saturday evening
- Have buses with predefined start and end times without "looping" buses
- Must provide bus or shuttle (i.e., group) transportation to venues whose primary purpose is the provision of alcohol (e.g., bars, pubs, nightclubs).

### *Submitting Requests for a Formal:*

1. Requests for a formal must be submitted through CCC at least 30 days prior using the Activity Registration Process.
2. After the activity takes place, an Activity Reflection must be completed for an organization to preserve the ability to host formals in the future.
3. The University, through its designees, reserves the right to cancel the activity or restrict an invited guest from entering the premises if, in their opinion, a significant health, safety, or risk management issues exist.

### *Transportation Requirements:*

1. Must provide bus or shuttle (i.e., group) transportation to venues whose primary purpose is the provision of alcohol. This transportation requirement may be waived if the activity is in an approved walking location (determined during Activity Registration).
2. The sponsoring organization must designate SWARM monitors whose responsibilities include managing the boarding of the buses. The monitors will only allow individuals to board the buses who have a UR student ID and whose names are on the pre-determined guest list.
3. A ticketing system is recommended as a crowd control method for boarding the buses. Tickets can be used to control: (1) access to the buses by only those eligible to attend the activity, and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
4. Pre-determined bus times should be utilized.

### *Public Safety Requirements:*

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the activity. This will usually entail one officer station at the pick-up location for the duration of the activity. The need for Public Safety will depend on the size and scope of the activity and will be determined by the Activity Registration Review Committee.
2. If additional Public Safety officers are needed for the activity, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate SWARM monitors per the activity registration process whose responsibilities include managing the boarding of the buses.

## Bar Nights

"Bar Nights" are defined as activities which:

- Are open to the general campus population
- Take place on Thursday, Friday, or Saturday evening
- Must provide bus or shuttle (i.e., group) transportation to venues whose primary purpose is the provision of alcohol (e.g., bars, pubs, nightclub)
- Are only open to attendees 21 or older

### *Submitting Requests for a 21+ Bar Night:*

1. Requests for a bar night must be submitted through CCC at least 30 days prior using the Activity Registration Process.
2. After the activity takes place, an Activity Reflection must be completed for an organization to preserve the ability to host bar nights in the future.
3. The university will approve no more than one 21 and over bar night activity per evening, and only on Thursday, Friday or Saturday nights.
4. The University, through its designees, reserves the right to cancel the activity or restrict an invited guest from entering the premises if, in their opinion, a significant health or safety issue exists.

### *Transportation Requirements:*

1. The sponsoring organization must provide bus or shuttle transportation to the venue. Only individuals with a University of Rochester ID and whose names are on the predetermined guest list may board a bus. The group must establish specific times for bus arrival and departure. This transportation requirement may be waived if the activity is in an approved walking location (determined during Activity Registration).
2. The sponsoring organization must designate at least four SWARM monitors. One must ride to the venue with the group and be in charge all night on-site. The other must remaining at the pickup/drop off location to oversee the boarding and unloading of buses. SWARM monitors must also check University of Rochester and government-issued IDs.
3. Stamps will be used to control (A) access to the buses by only those eligible to attend the activity and (B) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.

### *Age Requirements:*

1. Bus or shuttle transportation will be provided for students 21 years of age or older.

2. An organization with a substantial number of underage students can plan a bar night; however, the group's underage members would not be allowed to attend the activity.

#### *Public Safety Requirements:*

1. The sponsoring organization must provide, at its expense, ample Public Safety presence during the activity. This will usually entail one officer stationed at the pick-up location for the duration of the activity.
2. If additional Public Safety officers are needed for the activity, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate SWARM monitors with responsibilities per the activity registration process including (a) one riding to venue & being in charge all night, (b) checking UR ID and government-issued IDs, and (c) remaining at IT to ensure the boarding and unloading of buses runs smoothly.

#### *Policy for off-campus activities with alcohol that are not formals or bar nights:*

"Other off-campus activities with alcohol" are defined as activities which are

- Hosted by a club or an organization (as listed in the CCC Directory)
- Do not fit the criteria of a formal or 21+ bar night.

These activities include, but are not limited to, happy hours, bowling nights, and wine tastings.

#### *Submitting Requests for an activity:*

1. Requests for an off-campus activity with alcohol that is neither a formal nor a bar night ("off-campus activity with alcohol") must be submitted through CCC at least 30 days prior using the Activity Registration Process.
2. After the activity takes place, an Activity Reflection must be completed for a group to preserve the ability to host like activities in the future.
3. The Activity Registration Review Committee, or the Associate Dean of Students/Senior Associate Director, shall review and approve or disapprove all requests for activities. Factors to be considered will include, but not be limited to: type of establishment, timing of event, prior experience with the location/venue, and intended participants.
4. The University, through its designees, reserves the right to cancel the activity or restrict an invited guest from entering the premises if, in their opinion, a significant health or safety issue exists.

#### *Transportation Requirements:*

1. The Activity Registration Review Committee, or the Associate Dean of Students/Senior Associate Director, will determine, based on the physical location of the activity and historical data, whether transportation must be provided to the activity location. If the Committee determines that transportation must be provided, then it is incumbent on the sponsoring organization to organize transportation, at its expense.

#### *Public Safety Requirements:*

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the duration of activity, if transportation is to be provided to the activity location. This will usually entail one officer station at the pick-up location for the duration of the activity. The need for Public Safety will depend on the size and scope of the activity and will be determined by the Activity Registration Review Committee.
2. If additional Public Safety officers are needed for the activity, the sponsoring organization will bear the expense.
3. The sponsoring organization may be asked to designate SWARM monitors per the activity registration process whose responsibilities include managing the boarding of the buses.

These policies below refer to any registered activity or event sponsored or endorsed by the student organization, including those that occur on or off-campus:

1. The student organization and its members and guests must comply with all federal, state, and local laws, including but not limited to those related to alcohol, controlled substances, and other drugs.



2. The student organization and its members and guests must comply with all University policies and procedures, including but not limited to the University's Alcohol and Other Drug Policy.
3. Alcoholic beverages at registered activities must be provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.).
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (e.g., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.). Student Association funds may also not be used to purchase alcohol, however, there are limited exceptions only when approved through the Student Organization Budgeting Process.
6. Student organizations are allowed to co-host or cosponsor activities with other organizations. However, a student organization must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances. A student organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an event.
7. Attendance by individuals who are not members of the host student organization at any activity where alcohol is present must be by invitation only, and the student organization must utilize a system to track attendance.
8. Attendance at activities with alcohol must not exceed local fire or building code capacity of the host venue (e.g., University facility, third-party-vendor, chapter facility, residential property).
9. Student organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
10. Any activity related to joining a student organization (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "general interest meetings," "Big/Little" activities, "family" activities, and any ritual or ceremony.

### Policy for Evening Party/Social Activity with Off-Campus Guests in Public Spaces

The following guide was developed from the Activity Registration committee. Any time a student organization hosts an evening party/social activity with off-campus guests in a reservable space (May Room, Feldman Ballroom, etc.) the policy below must be followed:

1. Off-campus guests need to sign up on a google document prior to the activity. Public Safety will allow guests to be added to the list up to 6pm the night of the activity. Non-UR students need to show valid college ID upon arrival. Names must be checked off the list when guests enter.
2. All fliers and publicity must acknowledge that only pre-signed up non-UR students with valid college ID will be admitted. We strongly urge all publicity to go through collegiate channels.
3. The organizers of the activity will meet with Public Safety prior to the day of the activity to talk through good risk management strategies and will be present and available during the activity.
4. An advisor and other representative from the department that houses the organizing group will have someone in attendance at the beginning of the activity to make sure all proper signage is utilized and the activity is properly staffed. Examples of signage include: Entrance, Exit, No Readmittance, No Bags, etc.
5. Price escalation will only be allowed if the group follows these protocols:
  - a. Well-advertised cut-off times for early pricing on all promotional materials including flyers, Facebook events, email invitations, and CCC submissions.
  - b. Designated volunteers to work the line for 15 minutes leading up to the advertised cut-off time.
  - c. Raffle tickets or wristbands to designate all guests who arrive in the line before the cut-off time.
  - d. 5–10-minute grace period, determined by Public Safety, on a case-by-case basis.

## SWARM Monitors

Activities with alcohol require Student Wanting Alcohol Responsibly Monitored (SWARM) Monitors that are assigned in advance of the activity date. All SWARM Monitors must attend training through the Center for Student Conflict Management, Alcohol and Other Drug Education. Organizations may register for training through [CCC](#), and the form can be found on the CSCM CCC page. To learn more, visit the Center for Student Conflict Management, Alcohol and Other Drug Education [website](#). One SWARM Monitor is required for every 25 expected guests, and a minimum of four SWARM monitors must be present for each activity regardless of head count (i.e., activities with alcohol with fewer than 100 guests should have four SWARM Monitors: two located at the entrance, one located at the bar area, and one to monitor the activity).

SWARM Monitor requirements:

- Do not consume ANY alcohol or drugs before or during the activity.
- Be present throughout the activity.
- Make sure all NYS laws, UR policies, and guidelines are followed.
- Know how to recognize signs of alcohol poisoning, drug overdose, or other worrisome situations (and is aware where the closest Narcan is kept).
- Watch for disruptive, harmful, or unsafe behavior.
- Know who else is monitoring the activity and how to contact them in case of emergency. Click [here](#) for more information about the campus Medical Amnesty Policy.
- Wear SWARM Monitor t-shirt throughout the activity.
  - All organizations must work with the Fraternity and Sorority Affairs and/or Center for Student Conflict Management staff to ensure you have enough t-shirts to staff the activity.
  - All student organizations interested in hosting an activity with alcohol will be given up to eight t-shirts at no cost. Additional t-shirts, replacement t-shirts, etc. will be available for purchase. The price of each t-shirt is \$10. Student Organizations may also use the lighted “event staff” lanyards.
- Check all participants in at the door with UR ID (or other valid form of ID for non-UR guests).
- Any attendees over the age of 21 consuming alcohol must have their ID checked by the third-party vendor so they can be marked appropriately.
- Frequently check restrooms and other areas accessible to attendees.
- Monitor unused rooms
- Ensure that nothing is blocking a fire exit.
- Ensure occupancy limits for the house and rooms are obeyed.

## Minors at University Activities

- Any activity with minors—that is, any activity with children under 18 years of age who are not University students—must be registered through the University’s Office of Counsel. Work with your advisor to register these activities.
- Specific details on how to register these activities can be found on the WCSA Activity Planning Website. Some programs may require background checks. This process can take up to three weeks.

## Policy on Amusement Rides/Novelties

- Only certain vendors are allowed to be contracted for activities on campus. Approved vendors are listed below:
  - Amusements rides – Hammerl Amusements, Playland Amusements
  - Novelties – Blue Apple, Bobby K
- Due to the risk management policy, no bungee rides/novelties or dunk tanks are allowed.
- If you would like to use a vendor that is not approved, please consult your advisor.

## Policy on Showing Movies/Films & Outdoor Movies

- Any time a student organization is showing a movie as part of an activity, it must be registered through CCC. Students must indicate "Movies" under "Will you event, activity, or program use any of these resources" on the Activity Registration Form.
- Everyone needs a license to screen a film for the public. According to the copyright code, anytime a film is *"display[ed] at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered,"* (Title 17, U.S. Code), **you must acquire public performance rights (PPR)**. This holds true whether or not you are charging admission.
- All outdoor movies should be planned in conjunction with Event & Classroom Management and registered on the CCC. A rain location (Gowen Room, Hoyt, Dewey 1101, Douglass Community Room, or May Room) should always be reserved during the planning process. In the event of potential rain or excessive wind, a weather decision should be made by professional staff/student organization advisor & in conjunction with the students if the movie should still occur outdoors as planned. The decision should be made the morning (by 9am) of the evening outdoor movie in conjunction with ECM. Once a decision has been finalized, it should be emailed to all parties and posted in the CCC Activity Registration.
- If you have further questions, please consult your advisor.

## Cancellation of Student Organization Activities & Travel Policy

Wilson Commons Student Activities and Environmental Health & Safety work together in a larger University-wide process in regard to emergency preparedness and a weather system notification process. Should there be an emergency or weather system that may cause a cancellation of a student organization activity or student organization travel, the following will occur:

- The Emergency Preparedness Manager in Environmental Health and Safety will contact and advise the Office of the Dean of Students (ODOS) staff of the situation, potential emergency and/or weather system.
- The ODOS staff will then notify the student organization's advisor of the issue.
- The student organization advisor then must reach out to the students within the organization to see if they are aware of the emergency or potential risk and if they have a plan.
- After continued monitoring of the situation, Environmental Health and Safety and Wilson Commons Student Activities will recommend whether to allow the activity to occur or to allow student organizations to travel.
- If both Environmental Health and Safety and Wilson Commons Student Activities do not agree on their recommendations whether to cancel the activity or travel, the final decision will then be made by the College Dean's Office.

## Exceptions to Activity Registration Policy

Any student organization may request an exception to any activity registration policy. To do so, complete the Exception Request form on CCC.

## Guide to University Public Safety Services Activity Planning

Depending on the nature of the activity, your student group advisor will add University Public Safety as a reviewer of your activity registration submission. The reasons for their involvement in the pre-planning and research of these activities are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order
- To protect persons and property
- To respond to and implement emergency services when required.

- To prepare for and request necessary emergency and non-emergency services.
- To determine the best methods for achieving these goals in a cost-effective manner.

### Special Activities Risk Factors

The following risk factors often influence the staffing levels indicated on the matrix guide. These factors will be discussed with activity organizers with the goals of (1) reducing risk and (2) making the activity successful. Public Safety looks at special activities with three different risk levels. Those levels are identified as low, medium and high.

Each activity has factors attached that may increase or decrease the risk level which affect staffing:

<i>Factors that increase risk levels for any activity</i>	<i>Factors that may decrease risk levels for any activity</i>
<ul style="list-style-type: none"> <li>• The need for personal protection for speakers, performers or guests</li> <li>• Guest(s) will be on campus at multiple locations</li> <li>• Off-campus advertising</li> <li>• Cash protection/deliveries</li> <li>• Anticipation of large ticket sales</li> <li>• Night time activity</li> <li>• Outdoor venue</li> <li>• Live/ amplified entertainment</li> <li>• Multiple activities on the same day</li> <li>• Venues with multiple entrances</li> <li>• Traffic control needs</li> <li>• Alcoholic beverages</li> <li>• Lack of timely notification</li> <li>• Potential of opposition to activity</li> </ul>	<ul style="list-style-type: none"> <li>• Guest(s) will be on campus at one general location</li> <li>• Activities limited to UR students, faculty and/or staff</li> <li>• Competing activity elsewhere will affect attendance</li> <li>• Patrons are screened for weapons at the entrance</li> <li>• Prior activities of similar nature with no history of safety problems</li> <li>• Day time activity</li> <li>• Indoor Venue</li> <li>• Shorter duration of activity</li> <li>• Historically poor ticket sales</li> <li>• Advisor/Professional staff oversight and presence at student activity</li> <li>• Formal or semi-formal activities</li> </ul>

### Special Activity Staffing Matrix

The Public Safety Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their activity. The number of the personnel assigned may vary as dictated by the nature of the particular activity, or as calculated to be necessary.

	<i>Low risk</i>		<i>Medium risk</i>		<i>High risk</i>	
Estimated attendance at an activity/party	0-100	101-200	201-500	501-1000	1001-2000	2001+
Public Safety staffing needs	0-2	1-2	3-5	4-7	6-10	TBD
Demonstrations, dignitary visitors, Commencement, large multi-venue special events	Staffing needs to be determined by Department of Public Safety					

All activities are subject to assignment of an event supervisor if factors deem appropriate.

All activities subject to Rochester Police (RPD) involvement if factors deem appropriate.

## Public Safety at Activities

Sponsoring organizations must contract with the University Public Safety for the security of attendees at an activity, as recommended by University Public Safety in conjunction with the Office of the Dean of Students.

### *Procedure for Requesting Public Safety*

Organizations sponsoring activities that require Public Safety must make contact a minimum of 14 days prior to the date of the activity in order to ensure that an adequate number of Public Safety personnel will be available for the activity. Communication should occur through the CCC Activity Registration process and chat.

Using guidelines established by the Office of the Dean of Students, University Public Safety will then determine the Public Safety needs (if any) of the activity. Public Safety will provide the student organization with an estimate of the number of personnel needed and the related costs.

### *General Guidelines and Factors considered in Determining Public Safety Needs for an Activity*

University Public Safety reserves the right to determine the exact number of personnel required for any activity. When Public Safety personnel is required for an activity, Public Safety is committed to clearly communicating with student groups and their advisors the rationale behind any requirement. The following factors are considered in deciding the appropriate level of security required for any given activity.

- **Expected Crowd Size:** The size of the crowd may dictate the number of Public Safety personnel recommended. See matrix above.
- **Nature of Activity and Nature of Crowd:** University Public Safety will consider the nature of the activity, the nature of the crowd, and the expected attendees. Public Safety may recommend additional personnel depending on the age of the expected attendees; whether the activity is open to the entire university or closed (restricted to members of the sponsoring organization and their guests); whether attendees are from outside the university community or part of it; and based on the attendee activities typical of a particular type of activity. Consideration also will be given the following factors, among others: use of DJs, live bands, time of activity (late night or after hours), and expected lighting conditions. Other factors may include: sponsors request for specific admission parameters, such as members only, enforced dress code.
- **History of the Activity (past four years):** University Public Safety will consider the prior Public Safety history pertaining to activities sponsored by the student organization in the past or at similar activities sponsored by other student organizations. University Public Safety will also consider the sponsoring organization's past ability and willingness to coordinate, communicate and cooperate with Public Safety and venue staff and history of performer or act at other venues (colleges, etc.)
- **Sponsoring Staff:** The sponsoring organization must designate individuals to assist Public Safety in conducting the activity in an orderly fashion, e.g., establish orderly lines for entry, sell tickets, stamp hands for re-admittance, check identification, etc. The greater the number of assisting staff from the sponsoring organization, the fewer personnel may be required. Notwithstanding the assistance of individuals from the sponsoring organization, Public Safety reserves the right to use the recommended number of Public Safety positions appropriate for the crowd size.
- **Money Collection:** University Public Safety recommends additional personnel whenever an activity requires money collection activities, e.g., souvenir sales, refreshment sales or donation collection.
- **Searches:** When there is a likelihood for alcohol, drugs or other illegal items to be brought into the venue, searches may be necessary and may include the use of metal detectors. Searches of activity attendees and accompanying bags or packages are authorized only when coordinated and conducted by University Public Safety.
- **Written Invitation or Prior Ticket Sales:** Activities restricted by written invitation or involving advanced ticket sales usually require less personnel than activities at which tickets are sold at the gate or door.
- **Venue:** The number of access points to an activity may affect the number of Public Safety personnel recommended. As a general rule, the greater the number of access points, the more Public Safety personnel will be required.

- **Timelines:** The times listed for the activity are used for staffing decisions and are expected to be accurate. Additional time may be charged before and beyond the actual times to allow for pre-activity briefing and post-activity delays. Any extension of the end time will be contingent on the capability of maintaining an acceptable level of public safety during the extended period. An activity will not be considered closed or ended until any crowds have been dispersed from the area. Assigned Public Safety staff will consult with the Event Manager on how to disperse the crowd and at what point it is completed.

#### *Student Responsibilities when Working with Public Safety:*

- Provide individuals to check IDs to assure that all activity attendees have valid college ID when ID checks are the method for entry to an activity.
- Accept full responsibility for all Public Safety costs including any damages to Public Safety equipment that occur during the activity.
- If an activity is canceled, you must notify Public Safety at least 48 hours prior to the activity start time. Failure to properly notify Public Safety of a cancellation within 48 hours of the activity will result in a charge for four (4) hours for each Public Safety staff member assigned to the activity.

#### Public Safety Fund

The Office of the Dean of Students maintains a fund to assist recognized undergraduate student organizations who (a) have a small membership or (b) plan on having significant numbers of non-UR community members attend the activity to pay for safety costs associated with their activity. The goal is to have a financially successful activity while maintaining the level of security deemed appropriate by Public Safety. This fund will be used to supplement budgeted activity funds. Any SA-recognized organization that is hosting an activity may apply for these funds.

#### Prerequisites for applying for the Public Safety Fund:

1. The organization sponsoring the activity must be a recognized undergraduate student organization.
2. The proposed activity must occur on the University of Rochester campus.
3. The activity must be open to all University of Rochester undergraduates.
4. Each group may apply for the fund only once per semester.
5. The organization sponsoring the activity must have discussed this fund request with their primary advisor.

#### Process for receiving funding:

1. The organization requesting funding must complete the Public Safety Supplemental Fund Request through the CCC. The form requires the following information:
  - a. The level of security mandated for the activity.
  - b. The amount of money requested from the Public Safety Fund.
  - c. The full list of expenses and funding sources for the activity (includes organization's budgeted funds, outside funding, and estimated ticket sales).
2. The Activity Registration Committee, or the Associate Dean of Students/Senior Associate Director, will determine whether additional funding for security will be provided. This decision will be based on the following criteria:
  - a. Whether the group pursued other avenues for funding (ex. SA supplemental funding).
  - b. The level of UR Public Safety and RPD mandated for the activity. The security presence required must be higher than the group anticipated in its budget and must be higher than the group's reasonable ability to pay.
  - c. If the activity will not be financially successful (i.e., the group will cover all expenses through ticket sales) without the assistance of this fund.
  - d. The activity will benefit the University of Rochester community.
  - e. The size of the group. Preference will be given to organizations with small memberships (fewer than 13 members) who have less financial ability to pay for security.

## Resources not Covered in this Document:

CCC (<http://ccc.rochester.edu>)

- Group Travel Waiver

Office of the Dean of Students (<http://www.rochester.edu/college/odos/index.html>)

- Alcohol Policy
- Student Conduct Handbook

Environmental Health and Safety (<http://www.safety.rochester.edu/procedures.html>)

- List of Approved Caterers
- Catering Information
- Food Event Information
- Food Event Requirements
- Occupancy Limits
- Policies Regarding Tents

Public Safety (<http://www.publicsafety.rochester.edu/index.html>)

- Authority and Role on Campus
- Public Safety at Registered Parties

University Health Services (<http://www.rochester.edu/uhs/swarm/>)

- Students Wanting Alcohol Responsibly Monitored

Wilson Commons Student Activities (<http://www.rochester.edu/college/wcsa>)

- Event Planning Resources
  - Program Planning Worksheet
  - Running an Activity
  - Accommodations for Guest with Disabilities
  - Advertising & Promotion
  - Etc.
- Activity Registration Policies and Guides
- Event Support
- Food Trucks
- Minors Policy
- Spaces Eligible for Reservation
- Wilson Commons Building Policies
- Guidelines for Creating Your Own Publicity