

# Major Student Event Policy

## The University of Tennessee

### Knoxville, Tennessee

The following policies have been developed in order to help address specific concerns regarding admission policies, security, and responsibilities of sponsoring organizations and/or departments using University facilities for major student events. If the event encompasses one of the following criteria, it is considered a major student event:

- Listed as a social event, such as a dance, concert, probate, step-show;
- An overnight program or late night event (such as Vol Night Long, Dance Marathon or event will extend beyond 9:00 p.m.);
- Publicity and promotion has been distributed or advertised campus-wide and/or to the local community;
- Uses amplified sound and/or live music;
- Includes outside guests and non-UT students.

These guidelines will supersede other written guidelines and should be shared with every member of your organization. The full cooperation of the student organization in implementing these guidelines will ensure continuation of major student events on this campus.

The organization's president, advisor, a UTK police representative, the building representative, and a representative from the Dean of Students Office must have a pre-event meeting no later than one week prior to the event to discuss procedural matters, e.g. admissions, safety and security issues. **Failure to have this meeting will result in the cancellation of the event.**

#### I. Admission

Only students with a current, validated UT ID may be admitted to events. Each UT student in attendance may bring **ONE** guest. Guests must have a picture ID and register at the door. UT students and their guests must register simultaneously. UT students will be responsible for the behavior of their guests and will be held accountable for any infractions of university rules by their guests. **Also, an organization may allow members of their organization from other colleges and universities to be admitted to the event as special guests. These special guests must sign in at the front door and must show a picture ID.** The sponsoring organization will be held accountable for the conduct of all "special guests."

If a participant chooses to leave the event, she/he will not be readmitted. (It is recommended that sponsoring organizations use hand stamps to assist in implementing this policy.)

A guest register must be maintained at the door and given to UT Police at the conclusion of the event. The register must include the name of the guest, the name of the host, and the guest's driver's license number (or some other identifying number from the guest's picture ID).

Depending upon the campus facility, admission policy may not be applicable.

## II. UT Police Responsibilities

The sponsoring organization shall consult with and arrange for two – three police officers to be present at all events, one of which shall be a University of Tennessee police officer. One officer shall remain at the entrance of the facility throughout the event. The student organization will be responsible for payment of **all but one** of these officers. The University of Tennessee Police Department will absorb the cost of **one** officer.

Should the organization cancel the event within **twenty-four (24)** hours of its scheduled time, the organization will be responsible for payment of wages associated with security for the event. A minimum charge equal to the wages of the three assigned officers four (4) hours each will be assessed.

Specifically, police officers shall be responsible for:

- Removing intoxicated students and/or guests;
- Intervening in any altercation which arises during the event;
- Checking all restrooms at least twice each hour;
- Patrolling the facility continuously throughout the event to include the outside perimeter and parking lot;
- Assisting staff/sponsor in the administration of admission policies (if applicable);
- Making certain that all exits remain clear of obstruction and that any violations of University safety policy are corrected immediately.
- Making certain that bottles, cans or any container which might carry alcohol and/or illegal substances are not allowed into the facility.

## III. Sponsoring Organization Responsibilities

Sponsoring organizations shall be responsible for maintaining order at their events. Responsibilities include:

- Appointing an organizational liaison who would serve as the primary contact between the police and the organization;
- Assisting police in patrolling functions and reporting any incidents to the police immediately;
- Screening and registering individuals at the door;
- Refusing admission to intoxicated individuals;
- Making certain that bottles, cans or any container which might carry alcohol and/or illegal substances are not allowed into the facility;
- Assisting officers in disbursing the crowd after the function. **Events may not extend beyond 2:00 a.m.**

The organization's president, advisor, a UTK police representative, the building representative, and a representative from the Dean of Students Office must have a pre-event meeting no later than one week prior to the event to discuss procedural matters, e.g. admissions, safety and security issues. **Failure to have this meeting will result in the cancellation of the event.**

#### **IV. Advisor(s)**

**At least one advisor from the sponsoring organization must be present throughout the entire event.** The advisor's role is to assist the sponsoring organization's officers and the University Police in making certain that all guidelines contained in this document are implemented.

#### **V. Facility Capacity Limits**

A maximum capacity limitation has been set for all university facilities. The building representative and/or the police will inform the student organization of the number. By law, this capacity may not be exceeded; therefore, it is essential that an accurate count of participants be kept at the front door at all times.

#### **VI. Fire Safety**

The presence and/or utilization of combustible substances or incendiary devices in any form are **STRICTLY PROHIBITED**. The sponsoring organization has the affirmative duty to advise all participants of this prohibition. Any violation of this policy may result in immediate termination of the event by the Police, building representative, and organization representative. Individuals and/or organizations may be subject to disciplinary action for violation of this policy.

#### **VII. Lighting Level**

The building representative and University of Tennessee police will maintain adequate lighting to ensure a safe environment for all participants throughout the event.

#### **VIII. Dress Code**

Persons must remain fully clothed, including shoes, at all times during the event.

#### **IX. Safety Announcement**

At the beginning of each event and at another appropriate time mid-way through the event, officers of the sponsoring organization must inform participants of the locations of all safety exits.

#### **X. Organizational Meeting**

Thirty (30) minutes prior to granting admission to any participant, a meeting must take place during which specific responsibilities for the event shall be discussed. At a minimum, the following persons must participate at this meeting: UT Police officers who will staff the function; the building representative; president of the sponsoring organization; and, advisor of the sponsoring organization. The building representative shall be responsible for convening this meeting and admission to the event may not begin until such meeting has taken place.

**An organizational liaison will serve as the contact person with the police officers during the event. Also, the organization must have a member assigned to each police officer. The police will have at least three contact people from the sponsoring organization at the event. They are as follows:**

- **The organization's advisor**
- **The designated liaison**
- **The individuals matched with the officers**

## **XI. Authority to Terminate Function**

At anytime it is determined that the policies set forth in this document are violated, the building representative, organization representative, or University of Tennessee Police shall have the authority to terminate the event immediately. Whenever possible, such a decision will be made after the consultation with those representatives who were present in the organizational meeting. However, any official representative may terminate the event immediately should he/she deem such action to be appropriate irrespective of whether such consultation is feasible.

## **XII. Disciplinary Responsibility**

Any sponsoring organization found in violation of these guidelines may immediately lose privileges to sponsor or co-sponsor any event in UT facilities for a minimum of four months. During an event, should any incident occur, the sponsoring organization would be held responsible unless the individuals involved can be identified and prosecuted through the UT Office of Student Judicial Affairs. If the organization fails to identify individuals involved in disturbances, the organization will be penalized by loss of its privilege to use facilities for a minimum of four months.

Disputes regarding whether or not these guidelines have been followed may be resolved at the discretion of the Dean of Students, or by an appropriate judicial panel; e.g. the Interfraternity Council or Panhellenic Judicial Boards.

Sponsoring organizations will be held liable for all damages to a facility that occur during the event, unless those responsible are identified, prosecuted, and make full restitution. Further facility usage shall be prohibited until restitution has been made.

## **XIII. Scheduling**

Student organizations may reserve the university facilities **three (3) times per semester for major events**. All facility reservation policies must be followed.

Events may not be scheduled on home football game days. Should adequate staff/officers be unavailable, the University reserves the right to cancel or refuse to schedule any event.

## **XIV. Administrative Responsibility**

It is understood that the Dean of Students or his/her designee has the right and authority to waive or modify any of the aforementioned policies, when in the discretion of the Dean of Students, the situation warrants such action.

I, the undersigned, do hereby acknowledge that I have read and understand the aforementioned policies, and I agree that my organization will fully comply therewith.

Organization Representative Signature

Date

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Witness (Dean or Designee)

Date

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Collegiate Advisor

Date

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The University of Tennessee Police

Date

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