

**DIVISION OF STUDENT LIFE LARGE EVENT POLICY  
THE UNIVERSITY OF TENNESSEE  
KNOXVILLE, TENNESSEE**

**I. PURPOSES**

The purposes of this policy are to take reasonable steps to create a safe and secure environment for persons attending certain events and to clarify expectations of all persons, organizations, and employees involved in planning and managing those events including, but not limited to, sponsoring organizations, employees of the Division of Student Life, and employees of the University of Tennessee Police Department.<sup>1</sup>

**II. SPACES TO WHICH THIS POLICY APPLIES**

This policy applies to events sponsored by registered student organizations, which are held in indoor facilities and outdoor spaces managed by the Division of Student Life. **Appendix A identifies these facilities and spaces.** This policy does not apply to departmentally sponsored events.

**III. EVENTS SUBJECT TO THIS POLICY**

This policy applies to events or programs that meet any one (1) of the following criteria:

- Outdoor events or programs for which 500 or more persons are reasonably anticipated to attend;
- Indoor social events or programs generally defined as a large crowd/high impact, interactive activities that may include a dance, party, concert, performance or overnight event;
- Overnight events or programs held either indoors or outdoors; and/or
- Concerts and/or performances held either indoors or outdoors.

An event or program that meets one of the criteria outlined above is termed an “Event” and the sponsoring student organization is termed “event sponsor” in this policy.

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<sup>1</sup> This policy supersedes other policies, procedures, or guidelines concerning large events, and this policy controls in the event of a conflict between this policy and other policies, procedures, or guidelines.

**IV. MINIMUM SECURITY REQUIREMENTS**

It is the responsibility of the event sponsor to provide a safe and secure environment for persons attending the Event.

The event sponsor is required to arrange and pay for the following minimum security for an indoor Event:

<b>Number of Persons Reasonably Anticipated to Attend the Event</b>	<b>Minimum Number of University-Approved Security Officers Required</b>
1-249	0
250-499	2
500 or more	Minimum of 4 security staff with the option of adding additional staff if necessary. The decision to increase security staff will be made in conjunction with the event planner, facilities representative, and UTPD.

The event sponsor is required to arrange and pay for the following security for an outdoor Event :

<b>Number of Persons Reasonably Anticipated to Attend the Event</b>	<b>Minimum Number of University-Approved Security Officers Required</b>
1-499	0
500-749	2
750-999	3
1000 or more	Minimum of 4 security staff with the option of adding additional staff if necessary. The decision to increase security staff will be made in conjunction with the event

	planner, facilities representative, and UTPD.
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The event sponsor shall consult with UTPD to arrange for security officers. Should the event sponsor cancel the event within twenty-four (24) hours of the event’s scheduled time, the event sponsor is responsible for payment of wages associated with the event security that had been planned for the event. Average security cost is \$30/hour for commissioned and \$17/hour for non-commissioned security staff. Security officers are paid at a four hour minimum regardless of the length of the event. UTPD determines security staff assignments in conjunction with the facilities representative.

In general, security officers will be performing the following functions:

- Removing intoxicated students and/or guests;
- Intervening in altercations that arise during the Event;
- Checking restrooms periodically and at the end of the Event;
- Assisting staff/sponsors in the administration of admission policies (if applicable);
- Making reasonable efforts that all exits remain clear of obstruction and that any violations of University safety policies are corrected immediately; and
- Making reasonable efforts to keep bottles, cans, or any other container that might carry alcohol and/or illegal substances from entering the facility/outdoor space.

**V. EVENT PLANNING MEETING**

An Event Planning Meeting must occur no later than ten (10) business days prior to the Event. The Event Planning Meeting generally will include, but not be limited to, a discussion of the following matters:

- Logistical matters and rules concerning the Event (e.g., admission procedures, safety and security issues);
- The number of Event volunteers that the event sponsor will commit to assist with the logistical details of the Event;
- Assignment of the responsibilities that Event Liaisons will be required to perform at the Event; and
- Anticipated attendance and determination of the maximum capacity for the event.

The following persons must attend the Event Planning Meeting on behalf of the event sponsor:

- The person(s) primarily responsible for planning the Event on behalf of the event sponsor (“Event Planner”);
- The event sponsor’s president or other student with authority to make financial decisions on behalf of the event sponsor (if the event sponsor is a student organization); and
- An advisor for the event sponsor is not required to attend, but advisors are strongly encouraged to attend both the Event Planning Meeting and Pre-Event Meeting (as defined on page 5, Section X).

The following persons generally will attend the Event Planning Meeting on behalf of the University:

- A facility/outdoor space representative and/or a representative from the Division of Student Life; and
- A representative from UTPD.

Failure of the event sponsor to comply with the Event Planning Meeting requirements may result in cancellation of the Event, at the University’s discretion. See page 6 for further detail.

#### **VI. ADMISSION / READMISSION**

Both event sponsors and UT students are responsible for the behavior of their guests at the Event.

If a person attending an indoor Event chooses to leave the facility, the person will **NOT** be readmitted to the Event.

A maximum capacity limitation has been set for all University facilities. The facility/outdoor space representative and/or UTPD will inform the event sponsor of the maximum capacity for the Event location

The University shall have the discretion to refuse admission to additional persons:

- After attendance at the Event exceeds the attendance estimate provided to the University by the event sponsor; and/or
- After attendance reaches the maximum capacity of the Event space.

The University will make numbered wristbands available to assist in implementing the requirements of Section VI. Event sponsors are encouraged to use the complimentary wristbands to assist with capacity management and with identifying attendees who exit to use the restroom and seek re-entry.

The event sponsor should utilize card swipe laptops to track attendance at the event. Laptops are available for reservation from the Center for Student Engagement and should be reserved at least five (5) business days prior to the event. The Center for Student Engagement is located in Dunford Hall room 2227 and can be reached at 974-5455.

## **VII. RESPONSIBILITIES OF THE EVENT SPONSOR**

In addition to the responsibilities of event sponsors outlined in other sections of this policy, the event sponsor shall be responsible for:

- Cooperating with University officials, including but not limited to security officers, in maintaining order at the Event;
- Appointing an Organization Liaison who will serve as the primary contact between UTPD and the organization;
- Appointing and providing expectations to Event Liaisons, who will assist with managing the Event. If the event sponsor is a student organization, then Event Liaisons must be members of the organization. Event Liaisons should be clearly identifiable by name tag/badge. Event Liaison badges are available from the Center for Student Engagement.
- An advisor for the event sponsor is not required to attend, but are strongly encouraged to attend the organization's events, as well as Event Meetings and Pre-Event Meetings. The advisor's role is to assist the event sponsor's officers and University officials implement the requirements of this policy. The advisor should be clearly identifiable by name tag/badge. Advisor badges are available from the Center for Student Engagement
- Reporting incidents to a security officer;
- Refusing admission to intoxicated individuals;
- Making every attempt to keep bottles, cans, or any other container that might carry alcohol and/or illegal substances from entering the facility/outdoor space.
- Assisting University officials in disbursing the crowd after the Event. **Events may not extend beyond 2:00 a.m. unless the Event has been approved as an overnight event.**

The University shall have the discretion to cancel an Event if the event sponsor fails to fulfill its responsibilities during the Event.

### **VIII. REQUIRED SAFETY ANNOUNCEMENTS**

At the beginning of the Event, the event sponsor is responsible for informing persons attending the Event about the following:

- The presence and/or utilization of combustible substances or incendiary devices in **ANY** form are **STRICTLY PROHIBITED**. (Any violation of this policy may result in immediate termination of the Event by the security officers, facility/outdoor space representative, Student Life representative, and/or the Organization Liaison.)
- The locations of all exits. (The University recommends a follow-up announcement during Event intermissions about the location of exits.)

### **IX. LIGHTING LEVEL**

The University has the discretion to maintain adequate lighting during the Event to ensure a safe environment for all persons attending the Event.

### **X. PRE-EVENT MEETING**

At least thirty (30) minutes prior to granting any person admission to the Event, a Pre-Event Meeting must take place to discuss specific responsibilities for the Event. The facility/outdoor space representative shall be responsible for convening this meeting and admission to the Event may not begin until such meeting has taken place.

The following individuals shall participate in the meeting:

- Security officers staffing the Event;
- Facility/outdoor space representative;
- President of the event sponsor;
- Advisor of the event sponsor (optional);
- Event Planner; and
- Event Liaisons.

### **XI. AUTHORITY TO CANCEL AN EVENT**

Any one of the following people shall have the authority to cancel an Event if he/she determines that this policy has been violated: the facility/outdoor space representative; Student Life representative; Event Planner; the event sponsor's advisor; or UTPD. Whenever practicable, such a decision will be made after consultation with the representatives who attended the Pre-Event Meeting.

## **XII. DISCIPLINE**

Event sponsors that violate this policy may be referred to the Office of Student Conduct and Community Standards.

Students and/or event sponsors that violate the University's Code of Conduct during the Event may be referred to the Office of Student Conduct and Community Standards.

Event sponsors will be held liable for all damages to a facility that may occur during the event, unless those responsible are identified, prosecuted, and make full restitution. Event sponsors will be prohibited from holding any type of event using University space until restitution has been made.

## **XIII. SCHEDULING**

The University reserves the right to cancel an Event or refuse to schedule an Event if adequate University staff and/or security officers are not available to attend the Event.

## **XIV. ADMINISTRATIVE RESPONSIBILITY**

The Vice Chancellor for Student Life or their designee is the final decision maker concerning the application or interpretation of this policy.

**APPENDIX A**  
**FACILITIES AND OUTDOOR SPACES MANAGED BY THE DIVISION OF STUDENT LIFE**

All On-Campus Residence Halls

Alumni Memorial Building Room 32 (M-F after 6:00pm and on weekends)

Alumni Memorial Building Room 210 (M-F after 6:00pm and on weekends)

Alumni Memorial Building Room 27 (M-F after 6:00pm and on weekends)

Alumni Memorial Building Room Cox Auditorium (M-F after 6:00pm and on weekends)  
Circle Park

Cox Auditorium

FIJI Island

Fred Brown Hall Amphitheatre

Greve Courtyard

Humanities Amphitheatre

Panhellenic Building

Pedestrian Walkway

Presidential Courtyard

RecSports Field Areas (i.e., RecSports Field and TRECS and RecSports Fields at Sutherland)

RecSports Facilities (i.e., TRECS, SAC and Sports Bubble)

Sorority Village Tree Park

Student Health Center

Student Union

Student Union Plaza

Visitors Center