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Issuing Office: Business Affairs /Student Affairs

SECTION V--A - PUBLIC EVENTS: SAFETY AND LIABILITY

A. BACKGROUND

The diverse nature and large number of public events sponsored by UCSD, its student organizations and academic units requires the implementation of guidelines to minimize the risk to life and property and/or to assist the coordination of UCSD departments affected by such public events.

B. DEFINITIONS

1. Public events are defined as events, approved by the appropriate University officials, which are held in public space on University property, with one hundred (100) or more persons in attendance. Circumstances (see [D.1., Facilities Use](#)) may dictate that events with less than one hundred (100) persons in attendance be reviewed under this policy.
2. Public space shall be defined as all areas at UCSD, which are made available to the general population by UCSD pursuant to PPM 510-1. This does not include personal living space, those areas that have access limited to only those in authorized possession of keys, or those areas which have not been approved as sites for public events by UCSD.
3. The Facility Manager is defined as the appropriate University official(s) responsible for the operations management of a University facility or location (see PPM [510-1 Section III](#)).
4. "University Sponsor" shall be defined as the UCSD department or administrative unit requesting and hosting the public event.
5. The "Event Sponsor" is the entity that is responsible for:
 - a) the overall planning of the public event,
 - b) determination of the event's program content,
 - c) the marketing, invitations and/or placement of advertising for the event, and
 - d) providing coordinating personnel who are present at the event.

Event Sponsors may be University Sponsors or non-university sponsors. Public Events that are sponsored by non-university sponsors such as student organizations or staff associations (affiliated), off-campus organizations (non-affiliated), etc. must conform to the specific use contracts that are agreed upon between the non-University sponsor and the respective Facility Manager who authorizes or permits said activities (see PPM [510-1 Section X](#)). These contracts may reference or additionally require conformance to University policies and procedures.

C. POLICY

Event Sponsors are responsible for coordinating with the appropriate University offices to obtain any approvals, develop contracts, arrange for calendaring, space reservations, and service arrangements. Event Sponsors shall give the University Police and Environment, Health & Safety departments the opportunity to review planned public events for security, safety, and liability concerns. Public events requiring special security or safety considerations, such as VIP protection, crowd control, traffic direction, control of hazardous conditions and activities, or similar needs will necessitate that Event Sponsors coordinate specific arrangements with the Police, Environment, Health & Safety, and Transportation and Parking departments.

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The Event Sponsor bears financial and administrative responsibility for the public event including the costs and actions that are deemed necessary by the University Police and Environment, Health and Safety to ensure a safe event. Additionally, requests for future public events may be denied if security or safety violations occur or the Event Sponsor fails to cooperate with University personnel. The Event Sponsor may appeal denials of permission to schedule public events to the Event Safety Board (see [Section G, Event Safety Board](#), below).

Public events will be staffed by University Police employees or contract security staff as determined by the University. The University Police department and the Campus Risk Management Office shall determine the suitability of security staff for public events. All security arrangements will be at the expense of the Event Sponsor.

D. PROCEDURES

1. Facilities' Use and Notification

The Event Sponsor must request approval for the event and may not advertise the event until after the appropriate approvals are obtained. The University Police, Environment, Health & Safety departments, and the respective Facility Manager shall be informed of public events planned for all University locations. Notification by the Event Sponsor, using the [UCSD Event Calendar Form](#), shall be made at least ten (10) business days prior to the public event. Should such notification of public events not be made within ten working days prior to the event, University Police, Environment, Health & Safety, or the respective Facility Manager may deny access to the UCSD public space for the event. The Event Sponsor shall describe the nature and scope of the event utilizing the criteria outlined in Section 2.a-q below of this policy.

2. Guidelines for Determining Security, Safety, and Liability Needs

The University Police, Environment, Health and Safety, the appropriate Facility Manager and other relevant University officials will evaluate public events on an individual basis. The following criteria will be used to determine needs:

- a. Time and date of the event.
- b. Estimate of the attendance/size of the anticipated audience or participants (provided by Event Sponsor) and crowd control plans.
- c. Age of the people attending the public event.
- d. Open to the public or only open to University students, faculty and staff.
- e. Presence of valuable property or large sums of money.
- f. Performer's past history with public events and the type/composition of crowd expected.
- g. Event Sponsor's past history in sponsoring public events.
- h. Number of Event Sponsor personnel working at the public event.
- i. Number, experience, and function of University personnel (exclusive of University Police and EH&S) available to staff the public event.

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- j. Attendance:
 - (1) by invitation only;
 - (2) Admission charged or tickets sold at the door;
 - (3) Free;
 - (4) Advance Tickets to be issued or sold.
 - k. Advertising on or off campus.
 - l. Information indicating potential disruptions such as opposing group protests or special public safety considerations.
 - m. Presence of alcoholic beverages at the public event.
 - n. Nature and intended use of facility.
 - o. Special effects, noise levels, or pyrotechnics.
 - p. Facilities' policies.
 - q. The type of seating (e.g. – festival, reserved, etc.) may complicate the Event Sponsor's ability to provide adequate security in certain UCSD venues such as RIMAC, the Main Gymnasium and Price Center Plaza. Due to audience safety concerns, events proposing festival seating will be carefully reviewed to ensure that appropriate safeguards are used.
3. The approval process is initiated by the Event Sponsor through the completion and submittal of the [UCSD Event Calendar Form](#). The request shall be reviewed by appropriate University officials and ultimately approved by the appropriate Facility Manager. Event approval, including specific conditions of approval, or event denial must be granted in writing within five (5) business days from the date the request is received. The request is presumed to be denied unless a written approval is provided to the Event Sponsor(s).

E. Event Intervention

The Facility Manager, the University Police or Environmental Health and Safety may halt an activity, prevent a public event from starting or continuing or limit access to the event if either a threat to life or property arises or a serious violation of University Health and Safety policy occurs.

To the extent possible, University Officials will endeavor to notify the Event Sponsor of threats to life and/or property or violations of University policy before taking action and, if time and circumstances permit, provide the Event Sponsor with the opportunity to correct any deficiencies. Actions by Facility Manager, University Police and Environment, Health & Safety shall be reasonable with respect to the public event.

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F. RESPONSIBILITIES

1. Event Sponsors

- a. Must be familiar with and follow all University Policies regarding use of facilities, use of alcohol, and presentation of public events including use of reasonable measures to ensure adequate crowd control and security for all affected facilities, in accordance with this Policy. Notification of public events shall be posted on the [UCSD Event Calendar Form](#), at least ten (10) business days prior to the public event. Should notification of public events not be made within ten working days of the event date, University Police, Environment, Health & Safety or the Facility Manager may deny the event. The Event Sponsor is responsible for the public event and must be aware of the financial, administrative, and potential legal responsibility.
- b. Are responsible for obtaining any additional approvals that may be required by their respective Vice Chancellor areas including event cost approvals and arrangements for security.
- c. May hire University Police or non-University security staff to aid with security needs. External security firms must be approved by University Police, as per [Section C., Policy](#).
- d. Are responsible for notifying University Police, Environment, Health & Safety, and the Facility Manager within one (1) business day when any unforeseen or substantial change to the event has been made which affects the criteria outlined in section D.2.a-q. Notifications not made within the appropriate time may subject the event to delay or cancellation. Changes to the planned event must be approved by the University Police, Environment, Health & Safety, and the Facility Manager with appropriate consultation of the respective Vice Chancellor, as may be needed.
- e. Are responsible for anticipating potential problems and developing and providing contingency plans to prevent or halt any dangerous activity that may arise. Event Sponsors are responsible for assisting University Officials in stopping any dangerous activity or, in consultation with Campus Police Officers, Environment Health and Safety officials or the Facility Manager, to close the public event when conditions warrant or as deemed necessary.
- f. Are responsible for imposing age restrictions and use of UCSD identification requirements when such are deemed necessary by University Police, Environment, Health & Safety, the Facility Manager or other appropriate parties.

2. University Police Department

- a. Is responsible for reviewing the [UCSD Event Calendar Form](#) for public events planned for all University locations and providing the Event Sponsor with advisories regarding security and other relevant issues.
- b. Is responsible for enforcing applicable Federal and California State laws and University policies and procedures. They also will assist with emergencies, evacuations, crowd control, and injuries as necessary. University Police may enter any part of a facility at any time before, during or after the public event.

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- c. UCSD Community Service Officers (CSOs) and Residential Security Officers (RSOs) may be used to provide security and traffic direction and as a direct link with field University Police Officers in an emergency. Any costs involved for additionally needed University Police personnel will be the responsibility of the Event Sponsor.

3. Environment, Health and Safety Department

Is responsible for reviewing the [UCSD Event Calendar Form](#) for public events planned for all University locations and, when applicable, for providing the Event Sponsor with advice regarding risk management, fire and life safety, sanitation, general safety, and other relevant issues.

4. Facility Manager

The Facility Manager at each location is responsible for approving or disapproving each event requested by the Event Sponsor. For events with one hundred (100) or more persons in attendance, the Facility Manager shall, in conjunction with the event sponsor, University Police, and Environment, Health and Safety, determine equipment and staffing needs, requirements for use of specified areas, event scheduling, facility suitability, and appropriate use of the facility.

G. EVENT SAFETY BOARD

An Event Safety Board is established to preview potentially difficult public events on an ad hoc basis, review public events that experienced difficulties or unsuccessful outcomes, to hear sponsors' appeals regarding public events, and make recommendations on events. This review board shall consist of:

1. Assistant Vice Chancellor of Student Life or designee.
2. Chief of University Police or designee. *
3. Campus Risk Manager or designee. *
4. Director of Environment, Health & Safety or designee.
5. Faculty Member appointed by the UCSD Academic Senate.
6. Undergraduate Student Representative appointed by the ASUCSD.
7. Graduate Student Representative appointed by UCSD GSA.
8. Representative from Event Sponsor.
9. Facility Manager or designee from affected facility or location. *

* - Indicates members of the board who provide initial consultation. The entire board is convened if consensus is not attained during the initial consultation or if an Event Sponsor requests an appeal.