



UC San Diego

Policy & Procedure Manual

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USE OF UNIVERSITY PROPERTIES

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Issuing Office: [Vice Chancellor for Operations Management Capital Programs](#), [Vice Chancellor for Student Affairs and Campus Life](#)

POLICY ON MAJOR EVENTS ON CAMPUS

Responsible Executives: Vice Chancellor for Student Affairs and Campus Life and Vice Chancellor for Operations Management and Capital Programs

Contact: For Student Organizations: Center for Student Involvement, getinvolved@ucsd.edu, (858) 534-0501
For All Other Non-University Sponsors: Risk Management, ehsrisk@ucsd.edu and (858) 534-2454

1. Policy Summary

UC San Diego is committed to ensuring that all persons may exercise the constitutionally protected right of free expression and that there is an ongoing opportunity for the expression of a variety of viewpoints.

Accordingly, UC San Diego makes available certain designated facilities for use by students, alumni, and the community at large. Each facility has a facility manager, and each facility has rules for reservation, including fees and other requirements.

UC San Diego has a strong interest in ensuring that events on its properties do not disrupt university functions or activities, pose unreasonable danger to people or property, or conflict with other events.

Therefore, all Major Events with a Non-University Sponsor at UC San Diego must comply with this policy. Failure to comply with this policy may result in discipline, civil and criminal liability, and/or cancellation of the event.

The University will administer this policy without regard to the viewpoint of the event Sponsor or the persons performing at or attending the event and will implement this policy in a manner consistent with the constitutionally protected rights of freedom of speech and assembly. In addition, the University will apply and enforce this policy in accordance with the Higher Education Employment Relations Act when and where applicable.

2. Scope

This policy applies to all Major Events on University property that are planned or organized by Non-University Sponsors. This Policy does not apply to events or activities conducted or organized by University Officials acting within the course and scope of their assigned duties and responsibilities with the knowledge and approval of their Vice Chancellor or, in the case of the Health System, the Chief Executive Officer, UC San Diego Health.¹

¹ For Major Events conducted or organized by University Officials acting within the course and scope of their assigned duties, the University Sponsor must obtain approval from their Vice Chancellor to hold the event and submit an [Event Intake Form](#) in advance of the event.

3. General Rules

3.1. Definitions

- 3.1.1 **Academic Unit:** A college, school, organized research unit, academic center, academic division, or an academic department of the UC San Diego.
- 3.1.2 **Administrative Unit:** An organized division of UC San Diego that is not an Academic Unit. Administrative Departments include recognized student governments, namely, the Associated Students of UC San Diego and the UC San Diego Graduate and Professional Student Association.
- 3.1.3 **Event Sponsor:** The person or entity that is responsible for planning the event, including without limitation, determining the Event's program or content and advertising the event.
- 3.1.4 **Exempt Event(s):** Demonstrations, protests, vigils, or other assemblies which are occasioned by and/or are in response to news or public affairs coming into public knowledge less than seven calendar days before the event occurs.
- 3.1.5 **Facility Manager:** The University employee responsible for operating or managing a particular University facility or location. For some locations, the Facility Manager is referred to as the "event manager."
- 3.1.6 **Major Event:** A planned gathering including but not limited to parties, dances, lectures, forums, performances, rallies, demonstrations, social gatherings, concerts, speaker presentations, and conferences, at which one or more of the following conditions apply:
 - (1) The Event Sponsor anticipates over 100 persons are likely to be in attendance at the Event at any one time; or
 - (2) The Event requires completion of a campus Use of Alcohol Permit issued through the UC San Diego Police Department.

In addition to the above, the University may on its own initiative designate an event to be a Major Event if the University reasonably determines that more than 100 persons are likely to attend the event at any one time or that the nature of the event poses unusual security risks. If the University designates an event as a Major Event, the University will give notice to the Event Sponsor and the Event Sponsor may contest that determination by submitting a written appeal in accordance with the appeals process specified in this policy.

A Major Event does not include classes, department meetings and seminars, concerts, performances, conferences, camps, or athletic practices, contests, or tournaments authorized and sponsored by the University as part of the ordinary operations of the University.

- 3.1.7 **Non-University Sponsor:** An Event Sponsor who is (1) an individual not currently employed by the University, (2) an employee of the University acting outside the course and scope of their University employment or without the knowledge and approval of their Vice Chancellor or, in the case of an employee of the Health System, the Chief Executive Office, UC San Diego Health, or (3) a group, association, corporation, registered student organization, or other combination of individuals that is not an Academic Department or an Administrative Department.
- 3.1.8 **Open to the Public:** A term used to describe campus events that anyone may attend, including individuals who are not University of California faculty, staff, or students.
- 3.1.9 **PPM:** The UC San Diego Policy & Procedure Manual, available at <http://adminrecords.ucsd.edu/PPM/index.html>.

3.1.10 **University:** The Regents of the University of California.

3.1.11 **University Property:** Any building or outdoor space owned, operated, or leased by the San Diego campus of the University.

3.2. Major Events with a Non-University Sponsor

3.2.1 For Major Events with a Non-University Sponsor, the rules stated in this Section 3.2 apply.

3.2.2 To host a Major Event on University Property, all Non-University Sponsors must first obtain permission from the University. All Major Events organized by Non-University Sponsors must comply with all of the Major Event Requirements stated in Section 3.4 as well as all rules and regulations established by the relevant Facility Manager. All Major Events with Non-University Sponsors must follow the Event Approval Process stated in Section 4 of this Policy, unless the Major Event qualifies as an Exempt Event, in which case the rules stated in Section 3.3 (Exempt Events) apply. Holding a Major Event on University Property without proper permission is prohibited and may result in discipline and/or criminal or civil liability for the Major Event sponsors, promoters, or organizers, and may result in termination of the Major Event by the University.

3.2.3 Non-University Sponsors may not publicly advertise or promote a Major Event before receiving permission to hold the Major Event as provided in this Policy. Public advertising or promotion of a Major Event before receiving permission will be grounds for denying permission to hold the Major Event on University Property. Submitting an application for permission to hold a Major Event does not guarantee that permission will be granted or will be granted for the date, time, or facility requested. Because review of applications to hold a Major Event necessarily takes time, Non-University Sponsors are highly encouraged to submit applications as early as possible and not to make any financial commitments related to a proposed Major Event until formal, written permission has been granted.

3.2.4 As a condition of use of University Property, Non-University Sponsors agree to be solely responsible for their Major Events, including without limitation, the Major Event's content, planning, advertising, security, implementation, and costs. The University is not responsible for the content, planning, advertising, security, implementation, or costs of Major Events organized by Non-University Sponsors. Non-University Sponsors agree to reimburse the University for any damage or injury arising from their Major Events and agree to defend and indemnify the University from all losses, liabilities, or claims arising from their Major Events. The University may provide assistance, guidance, and suggestions to Non-University Sponsors regarding their Major Events, but such assistance, guidance, or suggestions will not eliminate, alter, or limit the sole responsibility of Non-University Sponsors for their Major Events. Non-University Sponsors may be required to sign a contract in order to obtain permission to host a Major Event on University Property.

3.2.5 Non-University Sponsors must comply with all University policies. At all times during the Major Event, every Non-University Sponsor must have a responsible person on-site supervising the Major Event and serving as a point of contact for University officials. Non-University Sponsors may not prohibit, limit, interfere with, or impede University employees or agents responsible for health, safety, or welfare from accessing the Major Event or any space occupied by or for the Major Event.

3.2.6 If the University reasonably concludes that an imminent threat to safety or property exists or if the Major Event is not in compliance with all University policies, including but not limited to the Major Event Requirements stated in Section 3.4, the University may, in its discretion, prevent the start of the Major Event, relocate the Major Event from one place to another, or terminate a Major Event in progress.

- 3.2.7 Nothing in this policy limits the authority of UC San Diego Police or other appropriate law enforcement authorities to declare an unlawful assembly and order immediate dispersal or otherwise enforce criminal laws.

3.3. Exempt Events

- 3.3.1 For Exempt Events where 100 or more people are anticipated to participate, the rules stated in this Section 3.3 apply. The rules in Section 4 (Event Approval Process) do not apply to Exempt Events.
- 3.3.2 Exempt Events do not require University permission.
- 3.3.3 Exempt Events may use any outdoor space on the UC San Diego main campus that is available for Public Expressive Activity under Policy and Procedure Manual 510-1, Section IX. Exempt Events must remain outdoors and may not use or enter a University Facility.
- 3.3.4 No Alcoholic Beverages may be served or consumed at an Exempt Event.
- 3.3.5 Notwithstanding any other provision of this Policy, all Exempt Events must comply with the Major Event Requirements stated in Section 3.4.3. Exempt Events may not displace, disrupt, or interfere with another event, with University business or operations, or the business or operations of persons or entities authorized by the University to be on campus.
- 3.3.6 If the University reasonably concludes that a threat to safety or property exists or if the Exempt Event is not in compliance with all University policies, including but not limited to the Major Event Requirements stated in Section 3.4.3, the University may prevent the start of an Exempt Event, relocate the Exempt Event from one place to another, or terminate an Exempt Event in progress. Failure to follow the instructions of an authorized University Official or to comply with the Major Events Requirements of this policy may result in discipline and/or civil and/or criminal liability.
- 3.3.7 Nothing in this policy limits the authority of UC San Diego Police or other appropriate law enforcement authorities to declare an unlawful assembly (see California Penal Code Section 407) and order immediate dispersal or otherwise enforce criminal laws.

3.4. Major Event Requirements

- 3.4.1 Major Events may not exceed the maximum room capacity established by the Campus Fire Marshal.
- 3.4.2 The possession and/or consumption of Alcoholic Beverages at Major Events is prohibited unless service is provided by an Alcohol Beverage Control (ABC)-licensed supplier under contract, and the ABC-licensed supplier provides the University with proof of liquor liability insurance coverage from an established and licensed insurance company for at least one million dollars (\$1,000,000) per occurrence, with The Regents of the University of California endorsed as an additional insured. If the event will take place on the La Jolla campus, a campus Use of Alcohol Permit issued through the UC San Diego Police Department is also required. If the event will be at a location that is not part of the La Jolla campus, permits for possession and distribution of alcohol must be obtained by ABC-licensed suppliers under contract. Under no circumstances will an individual under the age of 21 be served alcohol. If alcohol is served at an event, non-alcoholic beverages and food must be provided throughout the event. Non-alcoholic beverages must be prominently displayed and served in the same place as alcoholic drinks. Compliance with PPM 510-1, Section XIII, Alcoholic Beverages Policy, or any successor policy, is required.
- 3.4.3 Major Events must not violate any other University Policy (including PPM 510-1, Section IX), any rules established by an appropriate Facility Manager, and/or applicable

local, state, or federal law.

3.4.4 Major Events by Non-University Sponsors may take place indoors only in facilities designated as available to Non-University Sponsors for such events and only with an advance reservation from the University. If the University has good-faith concerns about public safety associated with a Major Event, the University reserves the right to relocate the Major Event to a different venue and/or to a different date or time than what was requested by the Non-University Sponsor. The University reserves the right to alter at any time without notice the facilities that are available to Non-University Sponsors for Major Events. Non-University Sponsors may not rely on the availability of a particular venue until the University has given final approval for the Major Event in writing.

3.4.5 At least two weeks before a Major Event, Non-University Sponsors must submit for review and approval a reasonable security plan that addresses foreseeable risks associated with the proposed Major Event.

- (1) The University may require changes to the Non-University Sponsor's proposed security plan as a condition of approving the Major Event if the proposed security plan is unreasonable.
- (2) The reasonableness of a proposed security plan will be assessed without regard to the viewpoint of the Non-University Sponsor or any speaker or performer at a proposed Major Event. Factors that may be considered in assessing the reasonableness of a proposed security plan may include, among other things:
 - the proposed location of the event,
 - the estimated number of participants,
 - the age of the people attending the event,
 - the presence of valuable property or large sums of money,
 - the presence of alcohol or illegal drugs,
 - whether the event is Open to the Public, ticketed, or limited to University affiliates,
 - the time of day that the event is to take place,
 - the date and day of the week of the event,
 - the proximity of the event to other activities, events, or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented or may otherwise heighten risks,
 - the anticipated weather conditions,
 - the estimated duration of the event,
 - credible information about potential security dangers at the event,
 - prior history or experience with events of a similar nature, and
 - any other considerations that in the professional judgment of the UC San Diego Police Department are relevant to assessment of security needs.
- (3) External security firms hired to work at a Major Event must be provided by an approved University vendor.
- (4) The University reserves the right to provide additional security at a Major Event for the protection of public safety or University property. The University will not charge special fees to a Non-University Sponsor if the University decides to provide additional security over and above the security required of the Non-University Sponsor under the approved security plan. The provision of additional security by the University does not relieve Non-University Sponsors from responsibility, including legal liability, for the security of their Major Events.

3.4.6 Permission to hold a Major Event on University Property may be denied or rescinded on any of the following grounds:

- (1) the application for permission to hold the Major Event is not fully completed and

submitted in a timely manner and in accordance with the manner prescribed in this Policy.

- (2) the application for the proposed Major Event does not comply with the requirements of the facility the applicant wishes to use.
- (3) the proposed Major Event is reasonably likely to exceed the capacity of the facility the applicant wishes to use or is incompatible with the proposed facility.
- (4) the application seeks to use a facility that the University has not designated as available for Major Events by Non-University Sponsors.
- (5) the application seeks to use a facility or other campus location that is not available at the date or time requested.
- (6) the applicant has not timely complied with the requirements of the facility where the Major Event is to take place, such as paying user fees, providing insurance certificates, providing security deposits, or signing a contract.
- (7) the application contains a material falsehood or misrepresentation.
- (8) the applicant has not submitted a reasonable security plan.
- (9) the applicant fails to attend a mandatory event coordination meeting.
- (10) the applicant or the person on whose behalf the application for permission was made (i) has on prior occasions damaged University Property and has not paid in full for such damage or (ii) has other outstanding and unpaid debts to the University.
- (11) the applicant is on probation or suspension or has been dismissed from the University for misconduct or currently has misconduct charges pending for which probation, suspension, or dismissal is a possible sanction.
- (12) the proposed Major Event conflicts with other events, functions, or activities.
- (13) the proposed Major Event is prohibited by law, by this policy (including without limitation Section 3.4.3), or by other University policies.

3.4.7 If permission to hold a Major Event is denied, the University will communicate the denial in writing and will provide the reasons why permission was denied.

4. Event Approval Process

4.1. Students and Registered Student Organizations Events

- 4.1.1 The following procedures must be followed by students and student organizations that wish to hold Major Events on University Property.
- 4.1.2 Students or, in the case of student organizations, at least one principal member of a Student Organization seeking to use University Property to hold a Major Event must:
 - (1) Review the Triton Activities Planner (TAP) instructions available from the Center for Student Involvement at <http://tap.ucsd.edu>.
 - (2) Make a preliminary facility hold for the desired location for the Event three weeks or more prior to the Event. If security arrangements and other preparations cannot reasonably be made by the desired date, the Event may not be approved for the date and time requested. A hold is not a guarantee of availability or approval.

- (3) Comply with the local facility policies for the desired location as established by the Facility Manager. Facility policies and requirements vary by location. Contact the Facility Manager for details and information. A preliminary hold or reservation or indication of availability does not constitute approval of the use of the venue at the proposed date and time. Final approval requires written approval of the local Facility Manager and may require the signing of a contract in a form acceptable to the Facility Manager.
- (4) At least three weeks prior to the desired date for the Event, complete and submit the TAP online at <http://tap.ucsd.edu>. The Event proposal will be reviewed by the Center for Student Involvement and may also be reviewed by the local facility manager, UC San Diego Police Department, and others as needed to assess security and logistical requirements.
- (5) Discuss Event details with the assigned Center for Student Involvement Student Organizations Advisor at least three weeks prior to the Major Event.
- (6) At least one week prior to the Event, submit proof of Event insurance to the Center for Student Involvement. Acceptable proof of insurance requires, at a minimum, a certificate of insurance from an established and licensed insurance company that names "THE REGENTS OF THE UNIVERSITY OF CALIFORNIA" as an additional insured with General Liability coverage of not less than one million dollars (\$1,000,000) per occurrence. Events with alcohol will also require liquor liability insurance as outlined in Section 3.4.2 Event Requirements. For more information, For more information about event insurance, including insurance offerings provided by the University at low or no cost, please contact Risk Management at ehsrisk@ucsd.edu or (858) 534-2454.
- (7) Comply with all University policies and all applicable laws and regulations.

- 4.1.3 The Center for Student Involvement will typically complete final review of Event proposals one week prior to the desired date of the Event, assuming all information from the Event Sponsors has been timely submitted. The Center for Student Involvement Student Organizations Advisor may request additional information about the Event and discuss logistical expectations with Event Sponsors. The Center for Student Involvement may require Event Sponsors to attend an event coordination meeting to discuss planning, logistics, or security. The Center for Student Involvement may require additional meetings to ensure that all requirements agreed to at the event coordination meeting have been carried out. Event Sponsors must attend all required meetings.

4.2. Non-University Sponsors Other than Students and Registered Student Organizations

- 4.2.1 The following procedures must be followed for Non-University Sponsors other than students or registered student organizations for Major Events.
- 4.2.2 Non-University Sponsors other than Registered Student Organizations must:
- (1) At least five weeks in advance of the desired date for the Major Event, request permission to reserve University Property by contacting the Facility Manager for the venue where the Major Event is desired to take place. Facility policies and requirements vary by location. Contact the Facility Manager for details and information. A preliminary hold or reservation or indication of availability does not constitute approval of the use of the venue at the proposed date and time. Final approval requires written approval of the local Facility Manager and may require the signing of a contract in a form acceptable to the Facility Manager.
 - (2) At least two weeks prior to the Major Event, submit proof of Event insurance in a form that is acceptable to the UC San Diego department of Risk Management. Acceptable proof of insurance requires, at a minimum, a certificate of insurance from an

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established and licensed insurance company that names “THE REGENTS OF THE UNIVERSITY OF CALIFORNIA” as an additional insured with General Liability coverage of not less than one million dollars (\$1,000,000) per occurrence. Events with alcohol will also require liquor liability insurance as outlined in Section 3.4.2 Event Requirements. For more information about event insurance, please contact Risk Management at ehsrisk@ucsd.edu or (858) 534-2454.

(3) Comply with all University policies and all applicable laws and regulations.

- 4.2.3 The University will endeavor to complete final review of Major Event proposals one week prior to the desired date of the Event, assuming all information from the Event Sponsor has been timely submitted. The University may request additional information about the Event and discuss logistical expectations with Event Sponsors. The University may require Event Sponsors to attend an event coordination meeting to discuss planning, logistics, or security. The University may require additional meetings to ensure that all requirements agreed to at the event coordination meeting have been carried out. Event Sponsors must attend all required meetings.

5. Appeals

If a Non-University Sponsor wishes to contest any decision of the University under this policy, the Non-University Sponsor must submit a written appeal to the Vice Chancellor – Operations Management and Capital Programs within seven calendar days of receiving notice of the decision. Appeals must be based on one of the two following grounds: (a) failure to follow University Policy or (b) arbitrary and capricious justification for the decision to deny permission. The Vice Chancellor – Operations Management and Capital Programs may conduct an inquiry into the facts and circumstances and will respond to the appeal within seven business days. The decision on appeal will be final.

6. Related Documents and Policies

1. University of California Policies Applying to Campus Activities, Organizations and Students (PACAOS): <http://ucop.edu/student-affairs/policies/student-life-policies/pacaos.html>
2. Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California: <http://policy.ucop.edu/doc/3000127/NonAffiliateRegs>
3. PPM 440-4, Licensed Real Property: <http://adminrecords.ucsd.edu/PPM/docs/440-4.html>
4. PPM 510-1, Section IX, Expressive Activity Time, Place, and Manner Policy: <http://adminrecords.ucsd.edu/PPM/docs/510-1.9.HTML>
5. PPM 510-1, Section XIII, Alcohol Policy: <http://adminrecords.ucsd.edu/PPM/docs/510-1.13.HTML>

7. Revision History

06/03/2025: Policy revised and reissued.

10/01/2024: Policy revised and reissued.

09/19/2024: Policy revised to account for Spontaneous Events (now “Exempt Events”) and other changes.

11/29/2022: Policy revised to account for events at Park & Market.