



# UC San Diego

## Policy & Procedure Manual

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### USE OF UNIVERSITY PROPERTIES

#### Section: 510-1 Section V.A

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### POLICY ON MAJOR EVENTS ON CAMPUS

Responsible Executives: Vice Chancellor – Student Affairs and Vice Chancellor – Resource Management & Planning

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

#### 1. Preamble

The University of California, 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.

In addition to rules issued by individual facilities, UC San Diego has a strong interest in ensuring that events on campus do not disrupt university functions or activities, pose unreasonable danger to people or property, or conflict with other events.

Therefore, all Major Events on the UC San Diego campus must comply with this policy. Failure to comply with this policy may result in discipline, legal 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. This policy may not be used to prevent the lawful exercise of the constitutionally protected rights of freedom of speech or assembly.

#### 2. General Rules

##### 2.1. Definitions

- 2.1.1 **Academic Unit:** A college, school, organized research unit, academic center, academic division, or an academic department of the University of California San Diego.
- 2.1.2 **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 Student Association.
- 2.1.3 **Event:** Any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and

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conferences. Events do not include classes, department meetings and seminars, concerts, performances, or athletic practices, contests, or tournaments sponsored by or conducted under the auspices of the University as part of the ordinary operations of the University.

- 2.1.4 **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.
- 2.1.5 **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.”
- 2.1.6 **Major Event:** An Event 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 be in attendance at 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.

- 2.1.7 **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 (3) a group, association, corporation, registered student organization, or other combination of individuals that is not an Academic Department or an Administrative Department.
- 2.1.8 **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.
- 2.1.9 **PPM:** The UC San Diego Policy & Procedure Manual, available at <http://adminrecords.ucsd.edu/PPM/index.html>.
- 2.1.10 **University:** The Regents of the University of California.
- 2.1.11 **University Events Approval Authority:** The cognizant Vice Chancellor or the Chief Executive Officer of the UC San Diego Health System for Events with University Sponsors proposed by their respective areas. Approval authority may be re-delegated in writing, with notice to the Chancellor and to Policy and Records Administration.
- 2.1.12 **University Property:** Any building or outdoor space on the San Diego campus of the University.
- 2.1.13 **University Sponsor:** An Event Sponsor that is an Academic Unit or an Administrative Unit.

**2.2. Major Events with a University Sponsor**

- 2.2.1 For Major Events with a University Sponsor, the rules stated in this Section 2.2 apply.
- 2.2.2 The University Sponsor is responsible for the planning, security, implementation, and costs of the Major Event.

- 2.2.3 At least three weeks before hosting a Major Event, University Sponsors must notify their University Events Approval Authority and obtain their approval. In granting or denying approval, the University Events Approval Authority may consult with other University offices, including without limitation, University Police, Environment, Health, and Safety, Risk Management, and Parking Services regarding public safety, logistics, and impacts on other University functions or activities. As a condition of approval, the University Events Approval Authority may impose conditions or requirements on Major Events undertaken by University Sponsors.
- 2.2.4 Major Events must comply with the rules and requirements of the Facility Manager of the facility where the Major Event is desired to take place.
- 2.2.5 A Major Event proposed by a University Sponsors may be declined or delayed if, in the judgment of the University Events Approval Authority, the proposed Major Event would (i) unreasonably disrupt other University functions or activities, (ii) conflict with other Events or other University activities or functions, (iii) have inadequate logistical, security, or budgeting plans, or (iv) not be in the best interests of the University.
- 2.2.6 Every Major Event must have on-site at all times during the Event a responsible person charged with supervising the Event. Only University employees acting in the course and scope of their University employment, with the knowledge and approval of their direct supervisor, may supervise a Major Event with a University Sponsor.

### **2.3. Major Events with a Non-University Sponsor**

- 2.3.1 For Major Events with a Non-University Sponsor, the rules stated in this Section 2.3 apply.
- 2.3.2 To host a Major Event on University Property, all Non-University Sponsors must first obtain permission from the University by complying with all of the Major Event Requirements stated in Section 2.4 and following the Event Approval Process stated in Section 3 of this policy. 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 Event Sponsors and may result in termination of the Event by the University.
- 2.3.3 Non-University Sponsors may not publicly advertise or promote a Major Event before applying for permission to hold the Major Event as provided in this policy. Public advertising or promotion of a Major Event before applying for permission will be grounds for denying permission to hold the 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 Event until formal, written permission has been granted.
- 2.3.4 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 Events organized by Non-University Sponsors. Non-University Sponsors agree to reimburse the University for any damage or injury arising from their Events and agree to defend and indemnify the University from all losses, liabilities, or claims arising from their Events to the extent that the damages or injuries or the losses, liabilities, or claims arise from the negligent or intentional acts of the Non-University Sponsors or their agents, affiliates, guests, or invitees. The University may provide assistance, guidance, and suggestions to Non-University Sponsors regarding their Events, but such assistance, guidance, or suggestions will not eliminate, alter, or limit the sole responsibility of Non-

University Sponsors for their Events. Non-University Sponsors may be required to sign a contract in order to obtain permission to host a Major Event on University Property.

- 2.3.5 Non-University Sponsors must comply with all University policies. Non-University Sponsors must have on-site at all times during the Event a responsible person charged with supervising the Event.
- 2.3.6 If the University reasonably concludes that an imminent threat to safety or property exists or if the Event is not in compliance with all University policies, including but not limited to the Major Event Requirements stated in Section 2.4, the University may prevent the start of an Event, terminate an Event in progress, or relocate an Event from one place to another.
- 2.3.7 Nothing in this policy limits the authority of UC San Diego Police or other appropriate law enforcement authorities to declare an unlawful assembly and order immediate dispersal or otherwise enforce criminal laws.

#### **2.4. Major Event Requirements**

- 2.4.1 Major Events may not exceed the maximum room capacity established by the Campus Fire Marshal.
- 2.4.2 The possession and/or consumption of alcohol at 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. A campus Use of Alcohol Permit issued through the UC San Diego Police Department is also required. 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, Consumption of Alcoholic and/or Malt Beverages, or any successor policy, is required.
- 2.4.3 Events must not:
  - (1) Unreasonably disrupt or interfere with University business, functions, or activities or disrupt or interfere with the permitted activities of University affiliates or invitees.
  - (2) Violate the legal rights of other persons, endanger their physical safety, or unreasonably disrupt, interfere, or obstruct viewing or hearing of an expressive activity of another person or group that is in compliance with University policy.
  - (3) Obstruct or interfere with the ingress or egress to any University facility or obstruct or interfere with the use of any walkways, roadways, or fire lanes.
  - (4) Include any activity that damages or poses an unreasonable risk of damage to the environment (e.g., trees and other vegetation, wildlife) or to property.
  - (5) Take place inside or within 100 yards of a University residential hall, dormitory, or apartment during (i) residential quiet hours (i.e., between 11 p.m. and 8 a.m. Sunday through Thursday or between midnight and 8 a.m. Friday and Saturday) or (ii) during finals week.
- 2.4.4 Outdoor amplified sound may only be used if the amplified sound complies with the requirements provided in PPM 510-1, Section IX, Part III(C) "Non-Electronic and Electronic Amplified Sound" and PPM 510-1, Section IX, Part III(D) "Maximum Decibel Limit for Amplified Sound." Indoor amplified sound may only be used if the amplified

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sound is limited so that it cannot be heard more than 50 feet from the room where the Event is taking place. For clarity, in addition to the requirements of this section, the use of amplified sound must also comply with all requirements stated in Section 2.4 of this policy.

- 2.4.5 Major Events must end no later than 1 a.m. or as prescribed by specific facility policies or campus policies (including Section 2.4.3(5) of this policy), whichever is earlier. Additional charges may be applicable to extend Events beyond normal building hours.
- 2.4.6 Major Events by Non-University Sponsors may only take place in facilities designated as available to Non-University Sponsors for such events. If the University has good-faith concerns about public safety associated with an 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 Event Sponsor. The University reserves the right to alter at any time without notice the facilities that are available to Non-University Sponsors for Events. Non-University Sponsors may not rely on the availability of a particular venue until the University has given final approval for the Event in writing.
- 2.4.7 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 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 or intelligence 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 an Event must be provided by an approved University vendor.
  - (4) The University reserves the right to provide additional security to a Major Event for the protection of public safety or University property. The University will not charge special fees to the 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 Events.

2.4.8 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 or the proposed Event does not comply with the requirements of the facility the applicant wishes to use.
- (3) the application seeks to use a facility that the University has not designated as available for Major Events by Non-University Sponsors.
- (4) the application seeks to use a facility that is not available at the date or time requested.
- (5) the applicant has not timely tendered any required user fee, insurance certificate, or security deposit or complied with other requirements of the requested facility, such as signing a contract.
- (6) the application contains a material falsehood or misrepresentation.
- (7) the applicant has not submitted a reasonable security plan.
- (8) the applicant fails to attend a mandatory event coordination meeting.
- (9) the applicant or the person on whose behalf the application for permission was made has on prior occasions damaged University Property and has not paid in full for such damage, or has other outstanding and unpaid debts to the University.
- (10) the applicant is not currently in good standing because 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.
- (11) the proposed Event conflicts with other Events, functions, or activities.
- (12) the proposed Event is prohibited by law, by this policy (including without limitation Section 2.4.3), or by other University policies.

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

### **3. Event Approval Process**

#### **3.1. Students and Registered Student Organizations Events**

3.1.1 The following procedures must be followed by students and student organizations that wish to hold Major Events on University Property.

3.1.2 Students or, in the case of student organizations, at least one principal member of a currently Registered Student Organization in good standing seeking to use University Property to hold an 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 2.4.2, Event Requirements. The University offers event insurance to Registered Student Organizations. For more information, visit <http://ucsd.campusconnexionsuc.com/Constituency/Registered-Student-Organization>.
- (7) Comply with all University policies and all applicable laws and regulations.

3.1.3 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.

### **3.2. Non-University Sponsors Other than Students and Registered Student Organizations**

3.2.1 The following procedures must be followed for Non-University Sponsors other than students or student organizations for Major Events.

3.2.2 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 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 2.4.2, Event Requirements. Event liability insurance that is approved by UCSD may be purchased from this website:

<http://ucsd.campusconnexionsuc.com/Constituency/Tenant-User>

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

3.2.3 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.

#### **4. 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 – Resource Management & Planning within seven calendar days of receiving notice of the decision. The Vice Chancellor – Resource Management & Planning may conduct an inquiry into the facts and circumstances and will respond to the appeal within fifteen business days.

#### **5. 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, Policy on Speech, Advocacy and Distribution of Literature on University Grounds: <http://adminrecords.ucsd.edu/PPM/docs/510-1.9.HTML>
5. PPM 510-1, Section XIII, Consumption of Alcoholic and/or Malt Beverages: <http://adminrecords.ucsd.edu/PPM/docs/510-1.13.HTML>