

Event Registration Policies and Guides

Fall 2013

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Policies and Guides

Policy Regarding Registration of Events

An event that meets *any one or more* of the following criteria would warrant event registration:

1. Any on campus event at which attendance will exceed 100 people.
2. Any on campus event that requires significant University resources, (e.g., services supplied by Facilities, Event Support, Public Safety). For example, concerts, speakers, etc.
3. If registration is required by the Alcohol and Other Drugs Policy.
Please see <http://www.rochester.edu/college/odos/conduct/index.html> for more information.
 - a. All on or off-campus events/functions that involve alcohol and meet any one or more of the following three criteria below must be registered through the event registration process or event notification form:
 - i. More than 75 people are expected to be present at any one time, OR
 - ii. Use of a common container of alcohol or distilled spirits by a licensed third party vendor is requested. (Use of common containers of alcohol or distilled spirits, other than that by a licensed third party vendor, is prohibited at all events/functions.) OR
 - iii. The event is organized by University of Rochester students and is advertised or promoted to University of Rochester students in any manner, including advertisement and/or promotion through online social networks.
4. Any event, on- or off-campus, at which money will be collected (including but not limited to events with tickets, fundraisers, and raffles).
5. Any on campus conference hosted by a student group.
6. Any on campus event at which more than 20% of the audience and/or participants is expected to be non-U of R community members (conferences included).
7. Any on campus event that involves working with a non-U of R organization, such as co-sponsors or guests.

Guide for Registration Timeline

| | <i>More time is needed if any of these conditions are met:</i> | <i>Less time is needed if:</i> |
|---|--|---|
| | <ol style="list-style-type: none"> 1. If your event requires assistance from Facilities or Event Support OR 2. If your event will have more than 150 people OR 3. If you plan to serve food w/o an approved caterer | <ol style="list-style-type: none"> 1. None of the previous 3 conditions are met |
| <i>How many business days before the event do you:</i> | | |
| 1. Submit online Event Registration Form, and have a meeting with your advisor? | 18 business days | 10 business days |
| 2. Contact the various service providers (Public Safety, Event Support, Facilities, etc.) supporting the event? | Your advisor will add reviewers from the relevant offices within 3 business days of submitting your registration form | Your advisor will add reviewers from the relevant offices within 3 business days of submitting your registration form |
| 3. Confirm and finalize all outstanding requests with Event Support and Facilities? | 11 business days | 8 business days |
| 4. Confirm and finalize all outstanding requests with Public Safety (if necessary)? | 2 business days | 2 business days |
| 5. Obtain SWARM pinnies, wristbands, & Attendance Clickers (if alcohol is being served)? | 2 business days | 2 business days |

Guide for Risk Management Plans

For many events, such as those that involve food, alcohol, busing to a location, ticketing, or staff from Public Safety or Facilities, a risk management plan may be appropriate to include. These plans should be specific to the event being hosted (and not, for example, a generic statement of risk management for an organization). For each risk area (food and sanitation, alcohol, transportation, ticketing and money management, crowd management), the plan should address what the group's strategies are to avoid risk before and during an event, and control risk once it has been identified. Work with your advisor on this plan.

Guide to the Event Registration Review Committee

The Event Registration Review Committee will be appointed by the Dean of Students and will be composed of staff members from Wilson Commons Student Activities, Center for Student Conflict Management, Public Safety, and Fraternity and Sorority Affairs, as well as a student representatives from: SA Government, Senior Class Council, the Panhellenic Council, and the Inter-fraternity Council. Either the Associate or the Assistant Dean of Students will chair the committee.

Policy Regarding Car Bashes

A car bash is an event in which an old car from a junkyard is brought on campus. Participants take turns swinging a sledgehammer at the car, usually for a small donation. All proceeds for the event usually go to a charitable organization determined by the group sponsoring the car bash.

In addition to normal event procedures (e.g. reserving a location, using a Flex Wedge, advertising, etc.), the following safety precautions should be enacted:

- There is some chance of injury, so every participant must sign a Physical Activity Waiver and wear safety glasses.
- Obtain proper insurance for the event. Student groups that are part of a national organization (such as fraternities & sororities and some awareness groups) may obtain this insurance through their organization. Other groups should work with their advisors to obtain insurance through the Office of Counsel.
- The organization planning the event should contact Dave Butterbaugh in University Facilities and Services to discuss appropriate times and locations for holding the event. The goal is to minimize any impact on the university grounds.
- Any car used for the purpose of this event must be completely stripped in advance, meaning the gas tank, all glass, and any other combustible parts must be removed from the car. This should be done by the location supplying the vehicle, not by the students planning the event.

Policy Regarding Gambling

In compliance with state and federal regulations, gambling is illegal and not permitted at the University of Rochester or among its student organizations. The following guidelines ensure compliance with these regulations:

- Monetary prizes cannot be awarded as the result of participating in a non-raffle event or activity.
- Students or groups may charge a one-time entry fee to an event, but additional fees or charges cannot be included as part of an event.
- Students or organizations may not bet on, wager on, or sell pools for any athletic event.
- Neither the university nor an organization sponsoring a Poker Tournament, Casino Night, or similar event may receive proceeds from that event.
- A student organization charging an entry fee for a Poker Tournament, Casino Night, or similar event may only hold one such event per semester. Such an event also cannot be held where alcohol is served.

Guide to Off-Campus Events with Alcohol

A "Formal" is defined as events which:

- Are sponsored by a club or an organization (as listed in the CCC Directory)
- Are at a location that is closed to the general public
- Include as participants only current student members plus one guest each
- Take place on Thursday, Friday, or Saturday evening
- Have buses with predefined start and end times without "looping" buses
- Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclubs).

Closed events may include:

- Events such as off-campus happy hours
- Events at venues that have reserved locations that are closed to the general public
- Events that invite current students, faculty, and guests
- Events that may or may not have buses or shuttles provided, depending on the venue

A "21+ Bar Night" is defined as events which:

- Are open to the general campus population
- Take place on Thursday, Friday, or Saturday evening
- Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclub)
- Are only open to attendees 21 or older

Groups that wish to host house parties may submit this Information into the CCC, but these events will not be registered, and will not be allowed to appear on the event display board.

Policy Regarding Formals

Submitting Requests for a Formal:

1. Requests for a formal must be submitted to the Office of the Dean of Students through Campus Club Connection at least two (2) weeks prior to the event using the Event Registration Process.
2. After the event takes place, a Group Evaluation Form must be completed for a group to preserve the ability to host formals in the future.
3. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health or safety issue exists.
4. The Event Registration Review Committee will approve events, no more than one, on Thursday, Friday and Saturday only.

Transportation Requirements:

1. The sponsoring organization will only allow individuals to board the buses who have a UR student ID and whose names are on the predetermined guest list.
2. Monroe school buses are preferable to First Transit buses.
3. A ticketing system is recommended as a crowd control method for boarding the buses. Tickets can be used to control: (1) access to the buses by only those eligible to attend the event, and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
4. Pre-determined bus times should be utilized.

Age Requirements:

1. Any recognized group on campus may implement a formal.
2. If the formal is to include students under 21, the group must have a reasonable number of students 21 years of age or older.

Public Safety Requirements:

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the event. This will usually entail one officer station at the pick-up location for the duration of the event. The need for Public Safety will depend on the size and scope of the event and will be determined by the Event Registration Review Committee.
2. If additional Public Safety officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate event managers per the event registration process whose responsibilities include managing the boarding of the buses.

Policy Regarding Bar Nights

Submitting Requests for a 21 and over Bar Night:

1. Requests for a bar night must be submitted to the Office of the Dean of Students at least two (2) weeks prior to the event using the Event Registration Process through Campus Club Connection.
2. After the event takes place, a Group Evaluation Form must be completed within 3 days for a group to preserve the ability to host bar nights in the future.
3. The Event Registration Review Committee will approve no more than one 21 and over bar night event per evening, and only on Thursday, Friday or Saturday nights.
4. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health or safety issue exists.

Transportation Requirements:

1. The sponsoring organization must verify attendees' ages by at least two forms of identification (UR student ID and a government picture ID) prior to boarding the buses departing for the venue.

2. Stamps will be used to control: (1) access to the buses by only those eligible to attend the event and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
3. Monroe school buses should be used rather than the First Transit buses.

Age Requirements:

1. Bus or shuttle transportation will be provided for 21 and over bar nights only if all students being transported are 21 years of age or older.
2. Any recognized group on campus may implement a 21 and over bar night provided the group has a reasonable number of students 21 years of age or older.
3. What is reasonable shall be at the discretion of the Event Registration Review Committee, which shall review and approve or disapprove all requests for bar nights.
4. A group with a substantial number of underage students can plan a bar night; however, the group's underage members would not be allowed to attend the actual event.

Public Safety Requirements:

1. The sponsoring organization must provide, at its expense, ample Public Safety presence during the event. This will usually entail one officer stationed at the pick-up location for the duration of the event.
2. If additional Public Safety officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate event managers with responsibilities per the event registration process includes (a) one riding to venue & being in charge all night (b) checking UR ID and government-issued IDs, and (c) remaining at IT to ensure the boarding and unloading of buses runs smoothly.

Guide for Food at Events with Alcohol

The following guide was developed from the Standing Committee on Alcohol Policy and Education for on-campus events with alcohol. However, this policy is also appropriate for General Interest Meetings.

Type

Three types of food can be served without any food permits or waivers. If you wish to serve something other than what is provided here you must speak with your advisor to discuss alternative options.

| <i>Type of Food</i> | <i>Source of Food</i> | <i>Special Instructions</i> |
|----------------------------|--|---|
| 1. Submarine Sandwich | Dibella's, Wegmans | Pre-cut into quarter pieces and individually wrapped. |
| 2. Pizza | Reputable vendor (ex. Cam's, Salvatore's Wegmans, Papa John's, Pontillo's) | Cheese or Pepperoni only. |
| 3. Hamburger/ Cheeseburger | McDonald's | Individually wrapped. |

Quantity

The group hosting should have one serving of food for 1/3 of the expected attendance. One serving is defined as:

- One slice of Pizza
- One 1/4 of a submarine sandwich
- One hamburger

Location of Service

Food should be served in a visible location throughout the party. This location should be separate from alcohol service and accessible to all party attendants. The food also needs to be laid out at the start of the event and available for the duration of the event.

Guide to University Public Safety Services Event Planning

Depending on the nature of the event, your student group advisor will add University Public Safety as a reviewer of your event registration submission. The reasons for their involvement in the pre-planning and research of these events are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order
- To protect persons and property
- To respond to and implement emergency services when required.
- To prepare for and request necessary emergency and non-emergency services.
- To determine the best methods for achieving these goals in a cost effective manner.

Special Events Risk Factors

The following risk factors often influence the staffing levels indicated on the matrix guide. These factors will be discussed with event organizers with the goals of (1) reducing risk and (2) making the event successful.

Public Safety looks at special events at with three different risk levels. Those levels are identified as low, medium and high.

Each event has factors attached that may increase or decrease the risk level which affect staffing:

| <i>Factors that increase risk levels for any event</i> | <i>Factors that may decrease risk levels for any event</i> |
|---|---|
| <ul style="list-style-type: none"> • The need for personal protection for speakers, performers or guests • Guest(s) will be on campus at multiple locations • Off-campus advertising • Cash protection/deliveries • Anticipation of large ticket sales • Night time event • Outdoor venue • Live/ amplified entertainment • Multiple events on the same day • Venues with multiple entrances • Traffic control needs • Alcoholic beverages • Lack of timely notification • Potential of opposition to event | <ul style="list-style-type: none"> • Guest(s) will be on campus at one general location • Events limited to UR students, faculty and/or staff • Competing event elsewhere will affect attendance • Patrons are screened for weapons at the entrance • Prior events of similar nature with no history of safety problems • Day time event • Indoor Venue • Shorter duration of event • Historically poor ticket sales • Student Affairs oversight and presence at student events • Formal or semi-formal events |

Special Event Staffing Matrix

The Public Safety Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary.

| | <i>Low risk</i> | | <i>Medium risk</i> | | <i>High risk</i> | |
|--|--|---------|--------------------|----------|------------------|-------|
| Estimated number of attendance at an event/party | 0-100 | 101-200 | 201-500 | 501-1000 | 1001-2000 | 2001+ |
| Public Safety staffing needs | 0-2 | 1-2 | 3-5 | 4-7 | 6-10 | TBD |
| Demonstrations, dignitary visitors, Commencement, large multi-venue special events | Staffing needs to be determined by Department of Public Safety | | | | | |

All events are subject to assignment of an event supervisor if factors deem appropriate.
All events subject to Rochester Police (RPD) involvement if factors deem appropriate.

Public Safety at Events

Sponsoring organizations must contract with the University Public Safety for the security of attendees at an event, as recommended by University Public Safety in conjunction with the Office of the Dean of Students.

Procedure for Requesting Public Safety

Organizations sponsoring events that require Public Safety must make contact a minimum of ten (10) business days prior to the date of the event in order to ensure that an adequate number of Public Safety personnel will be available for the event.

Using guidelines established by the Office of the Dean of Students, University Public Safety will then determine the Public Safety needs (if any) of the event. Public Safety will provide the student organization with an estimate of the number of personnel needed and the related costs. A signed contract and accompanying payment to Public Safety is required at least two (2) business days prior to the event date.

General Guidelines and Factors considered in Determining Public Safety Needs for an Event

University Public Safety reserves the right to determine the exact number of personnel required for any event. When Public Safety personnel is required for an event Public Safety is committed to clearly communicating with student groups and their advisors the rationale behind any particular requirement. The following factors are considered in making a decision about the appropriate level of security required for any given event.

- **Expected Crowd Size:** The size of the crowd may dictate the number of Public Safety personnel recommended. See matrix above.
- **Nature of Event and Nature of Crowd:** University Public Safety will consider the nature of the event, the nature of the crowd and the expected attendees. Public Safety may recommend additional personnel depending on the age of the expected attendees; whether the event is open to the entire university or closed (restricted to members of the sponsoring organization and their guests); whether attendees are from outside the university community or part of it; and based on the attendee activities typical of a particular type of event. Consideration also will be given the following factors, among others: use of DJs, live bands, time of event, (late night or after hours) and expected lighting conditions. Other factors may include: sponsors request for specific admission parameters, such as members only, enforced dress code.
- **History of the Event (past four years):** University Public Safety will consider the prior Public Safety history pertaining to events sponsored by the student organization in the past or at similar events sponsored by other student organizations. University Public Safety will also consider the sponsoring organization's past ability and willingness to coordinate, communicate and cooperate with Public Safety and venue staff. History of performer or act at other venues (colleges, etc.)
- **Sponsoring Staff:** The sponsoring organization will be expected to designate individuals to assist Public Safety in conducting the event in an orderly fashion, e.g., establish orderly lines for entry, sell tickets, stamp hands for re-admittance, check identification, etc. The greater the number of assisting staff from the sponsoring organization, the fewer personnel may be required. Notwithstanding the assistance of individuals from the sponsoring organization, Public Safety reserves the right to use the recommended number of Public Safety positions appropriate for the crowd size.
- **Money Collection:** University Public Safety recommends additional personnel whenever an event is accompanied by money collection activities, e.g. souvenir sales, refreshment sales or donation collection.
- **Searches:** When there is a potential for alcohol, drugs or other illegal items to be brought into the venue searches may be necessary and may include the use of metal detectors. Searches of event attendees and accompanying bags or packages are authorized only when coordinated and conducted by University Public Safety.

- **Written Invitation or Prior Ticket Sales:** Events restricted by written invitation or involving advanced ticket sales usually require less personnel than events at which tickets are sold at the gate or door.
- **Venue:** The number of access points to an event may affect the number of Public Safety personnel recommended. As a general rule, the greater the number of access points, the more Public Safety personnel will be required.
- **Timelines:** The times listed for the event are used for staffing decisions and are expected to be accurate. Additional time may be charged before and beyond the actual times to allow for pre-event briefing and post-event activities. Any extension of the end time will be contingent on the capability of maintaining an acceptable level of public safety during the extended period. An event will not be considered closed or ended until any crowds have been disbursed from the area. Assigned Public Safety staff will consult with the Event Leader on how to disburse the crowd and at what point it is completed.

Student Responsibilities when Working with Public Safety:

- Provide individuals to check IDs to assure that all event attendees have valid college ID when ID checks are the method for entry to an event.
- Accept full responsibility for all Public Safety costs including any damages to Public Safety equipment that occur during the event.
- If an event is canceled you must notify Public Safety at least 48 hours prior to the event start time. Failure to properly notify Public Safety of a cancellation within 48 hours of the event will result in a charge for four (4) hours for each Public Safety staff member assigned to the event.

Public Safety Fund

The Office of the Dean of Students maintains a fund whose purpose is to assist SA-recognized organizations who (a) have a small membership or (b) plan on having significant numbers of non-UR community members attend the event to pay for safety costs associated with their event. The goal is to have a financially successful event while maintaining the level of security deemed appropriate by Public Safety. This fund will be used to supplement budgeted event funds. Any SA-recognized group that is hosting an event may apply for these funds by going to their student group advisor.

Resources not Covered in this Document:

Campus Club Connection (<http://ccc.rochester.edu>)

- Group Travel Waiver
- Non-Room Wilson Commons Reservation Form
 - Banner Space
 - Flex Tables
 - Info Tables
 - Expression Wall, Display Case, and Collection Box
 - Hive Game Room
- Reservation Release Form

Office of the Dean of Students (<http://www.rochester.edu/college/odos/index.html>)

- Alcohol Policy
- Student Conduct Handbook
- Event Registration Policies and Guides

Environmental Health and Safety (<http://www.safety.rochester.edu/procedures.html>)

- List of Approved Caterers
- Catering Information
- Food Event Information
- Food Event Requirements
- Occupancy Limits
- Policies Regarding Tents

Public Safety (<http://www.publicsafety.rochester.edu/index.html>)

- Authority and Role on Campus
- Public Safety at Registered Parties

University Health Services (<http://www.rochester.edu/uhs/swarm/>)

- Students Wanting Alcohol Responsibly Monitored

Wilson Commons Student Activities (<http://www.rochester.edu/college/wcsa>)

- Event Planning Resources
 - Program Planning Worksheet
 - Running an Event
 - Accommodations for Guest with Disabilities
 - Advertising & Promotion
 - Awareness Opportunities
 - Etc.
- Event Support
- Spaces Eligible for Reservation
- Wilson Commons Building Policies
- Guidelines for Creating Your Own Publicity

Event Registration Form

(This is the Event Registration Form that students will be required to complete in order to register their student groups' events through the CCC. Students will not be responsible for answering every page of questions; the conditional logic that must be fulfilled for a page to appear as part of the registration process is listed at the top of each page—though each question on a page is required to be answered. Specific questions are indicated in bold. Questions that do not have a list of responses afterward are “free-text”-entry questions. Questions that may require uploading a document are indicated as such.)

Introduction Page: Event Details

Event Name

Location

Include Google Map

- Yes/No

Show a Link to Weather

- Yes/No

Description

Start Time

End Time

Upload an Event Flyer (Upload)

Type:

- Campus Only
- Invitation
- Organization Only
- Public

Category:

- Competition
- Concert/Performance
- Conference
- Dinner
- Exhibition/Fair
- Fundraiser
- Meeting
- Movie/Video/Film
- Off-Campus Event
- Party/Dance
- Reception
- Recruitment Event
- Speaker/Lecture
- Special Event
- Sporting Event

RSVP Option:

- Open

- Invite

Maximum Number of RSVP Spots Allowed

Allow Anyone to Self-Report Attendance

- Yes/No

Allow Users to reach this Event's Details Page with a QR Code

- Yes/No

Page 1: Event Registration Basics

The Event Registration Form is available to those who have logged into the Campus Club Connection.

This form should be used for events that require registration, and/or for any event that your organization would like on the CCC flyer board.

All guidelines to determine if your event meets the criteria for Event Registration are available at the Office of the Dean of Students' website (<http://www.rochester.edu/college/odos/services/eventreg.html>).

Please pay close attention to the timelines that are required (dependent on the type of event) listed on the Event Registration website.

Events that do not meet the Event Registration criteria and are just seeking approval for the CCC flyer board must be submitted 3 business days before the event.

For any event that involves food, alcohol, or staff from Public Safety or Facilities, an approved event registration form, with contact information, must be available for the duration of the event.

If an Event Flyer is not included, a posting will not be made to the Flyer Board. An image can be added during or after the approval process.

Unless your event is marked as "Public", it will only be visible to those who are logged into the CCC (i.e. not public).

Choose the type of event you are hosting

- General Interest Meeting
- On-Campus Event
- Off-Campus Event with Alcohol
- Off-Campus Event without Alcohol

Briefly describe your event for the event reviewers (including, e.g. expected guests, ticketing, advertising, security, food, etc.)

Does your organization have a confirmed room reservation? If no, please explain your progress.

Please indicate your Primary Adviser for Events/Programming:

- Anne-Marie Algier
- Laura Ballou
- Bert Bones
- Eileen Bruton
- Glenn Cerosaletti
- Lydia Crews
- Jenna Dell
- John DiSarro
- Sasha Eloi
- Ed Feldman

- Stacey Fisher
- Jeff Juron
- Alicia Lewis
- Katherine Lewis
- Nigel Maister
- Christine Nye
- Michael Pettinato
- Emma Rainwater
- Vicki Sapp
- Matt Spielmann

Please list any Additional Advisers:

Additional Co-sponsor(s):

Student Organizer(s) Name(s) and Phone Number(s):

Page 2: Off-Campus with Alcohol Redirect

(This page is reached if, on Page 1, “**Choose the type of event you are hosting**” is answered with “Off-Campus Event with Alcohol”)

You have indicated that this event will occur off campus, and alcohol will be served.

Please select the option that best describes your event.

- Formal
- Closed Event
- 21+ Bar Night
- House Party (Note: Selecting this option will not allow your off-campus event to appear on the event display board)
- Other (Please give a brief description of the type of event. These events may include bowling nights, wine tastings, etc.):

Page 3: On Campus/Select Off-Campus Events

(This page is reached if, on Page 1, “Choose the type of event you are hosting” is answered with “On-Campus Event” or “Off-Campus Event without Alcohol”)

Type of Event:

- Car Bash
- Concert / Performance
- Conference
- Cultural
- Dinner
- Karaoke Night
- Lecture / Talk
- Mixer
- Movie Screening
- Party
- Poker or Game Night
- Sport / Athletic
- Other (explain):

Will food be present?

- Yes/No

Will alcohol be present?

- Yes/No

Location Occupancy:

You can verify the occupancy of your location at <http://www.safety.rochester.edu/fire/RC/RCSCLimits.html>:

Total Expected Attendance at Event:

If the expected attendance is larger than location occupancy, please describe how you will ensure that you will not exceed the occupancy of the space?

(e.g. Someone at the door will monitor the number of people going in and out)

Page 4: Event Management

(This page is reached if, on Page 1, “Choose the type of event you are hosting” is answered with “On-Campus Event” or “Off-Campus Event without Alcohol”)

Admittance Monitoring

Admittance Type:

- Tickets (You will need to complete a ticket order form)
- ID Check
- Open Event
- Other (Please describe.):

Select Event Participation:

- Flow Event - Participants come and go throughout the event.
- Static Event - The same guests come at the start of the event and remain there for the duration.

General Monitoring

For most events, you must have 1 UR student or staff member per every 25 guests serving as an event manager. Your advisor may change this number depending on the details of your event.

Please enter names and phone number of student Event Managers attending the event. If none are attending please enter "None". Please also enter the names of professional staff or faculty Event Managers attending the event; if none are attending, enter "None".

How many student Event Managers will be present at the event?:

List the names and phone numbers of all student Event Managers, if different than Page 1:

How many professional staff or faculty will be present at the event?:

List the names of all staff/faculty Event Managers:

History

Have you hosted this event in the past?

- Yes/No

If yes, have there been any problems with this event in the past?

- Yes (please describe below)/No

Please describe your risk management plan for this specific event (e.g. money management, crowd control, tickets, security, food/sanitation, other logistics). You may type your response below or upload a separate document.

If available you may upload your Risk Management Plan document here: (Upload)

Page 5: Food and Catering

(This page is reached if, on Page 3, “**Will food be present**” is answered with “Yes”)

Type of Food and Beverages (alcohol free):

Quantity of Food:

Name of Caterer:

If not using an approved caterer you must get approval from the senior sanitarian

Page 6: Alcohol and Monitors

(This page is reached if, on Page 3, “**Will alcohol be present**” is answered with “Yes”)

Type of Event:

- Catered event with alcohol (If selected, please enter Caterer's name below)
- The group is providing alcohol to the guests

Complete the rest of this section if your group is providing alcohol to guests.

Type of Alcohol:

Quantity of Alcohol (number of drinks): [Expected attendance * 0.30 * Length of Event (in Hours)]

Type of Non-Alcoholic Beverages:

Quantity of Non-Alcoholic Beverages: note that you must provide non-alcoholic beverages in servings equal to or greater than the number of alcoholic beverages.

Trained Monitors. You must have one Monitor per every 25 people up to the occupancy limit of the location.

Please list the Trained Monitors below, along with their contact information. Monitors and Event Managers may be the same people as long as they have completed Monitor training.

Page 7: Event Responsibility Agreement

(This page is reached if, on Page 3, “**Will alcohol be present**” is answered with “Yes”)

I understand and will oversee the enforcement of the following regulations:

1. No persons under 21 years old will be served or permitted to drink alcoholic beverages at this event.
2. No alcoholic beverages will be served before 12:00pm or after 1:30am.
3. My organization and I will be responsible for the behavior of guests.
4. I have a copy of the University of Rochester's Alcohol and Other Drug Policies and accept my and my organization's responsibilities in advertising and serving alcoholic beverages.
5. If at any time during this event an individual and/or group becomes disruptive, my organization and I will immediately notify Public Safety to handle the issue. **As safety allows, I may attempt to verbally de-escalate the situation, but my organization and I will not physically intervene in any incident.**
6. I have a copy of the "Responsibilities of the Monitor" and will share it with the Monitors for this event. Monitors must follow all responsibilities that were outlined in the Monitor Training Program.
7. Food and non-alcoholic beverages must be provided in sufficient quantities to serve the number of guests expected (i.e., at least one serving of each per person). These items must be in plain view and available throughout the duration of the event/function.

8. Controlled substances will not be allowed at the event.
9. My organization and I will be responsible for getting prompt medical care for any individual who is found to be intoxicated at this event. Proper medical care includes notifying University Public Safety.
10. My organization and I have received additional information about the area I reserved for the event, if applicable. My organization and I agree to follow the rules of the area in which the event is being held.
11. University Public Safety may end the event at any time if they determine that these rules are not being followed or if in their opinion the event is unsafe. University Public Safety will end the event if fire exits are blocked or if the occupancy limits are exceeded during the event.
12. The Event Registration Form will be posted next to where the alcohol is being served.

I accept responsibility for my organization's compliance with the Alcohol and Other Drugs Policy and understand that my organization and I may be held personally responsible for policy violations.

Applicant's Signature:

Page 8: Event Planning Agreement

(This page is reached if, on Page 1, “**Choose the type of event you are hosting**” is answered with “On-Campus Event” or “Off-Campus Event without Alcohol”)

As the student(s) organizing this event, I/we understand the following:

1. I/we must be present for the duration of the event and must be available and accessible in the event of a disturbance or other problem.
2. If Public Safety is assigned to this event it is my/our responsibility to identify myself/ourselves to the Public Safety personnel assigned to the event at the beginning of the event
3. My/Our Organization(s) will be responsible for any damages to University property related to this incident.

Student Signature:

Date:

Page 9: Off Campus Event Notification Form

(This page is reached if, on Page 2, “Please select the option that best describes your event.” is answered with “House Party”)

This form reflects the information shared about an event organized by University of Rochester students that will not occur on University of Rochester property. The purpose of the information in this document is to encourage the organizers of this event to consider the possible risks associated with this event and strategies they may employ to mitigate those risks.

This event is not sponsored by or controlled by the University of Rochester. No University of Rochester employees will supervise this event, nor will University of Rochester resources support the event, including mechanisms for advertising. Should the student organizers of this event encounter a situation during the event that requires the assistance of medical or security services, the organizers will call the local police and/or ambulance services for assistance.

Event Location:

Sponsoring Organization(s):

Advisor(s):

Expected Attendance:

Event Manager:

E-mail:

Address:

Cell Phone Number:

Sponsor's Chief Officer/President:

E-mail:

Off-Campus Event Recommendations

Adhering to the following list of recommendations may help reduce risks associated with hosting this event off campus:

1. My organization and I should travel to the event location at least 1 week prior to the event to:
 - a) Evaluate the set up of the location (including the number of exits and entrances) develop a plan for how to manage guest traffic.
 - b) Evaluate any safety hazards at the location (e.g., loose carpet, dangerous stairs, etc.).
 - c) Communicate with any neighbors that may be impacted by the event about the date and time of the event and any concerns they may have about the event.
 - d) Determine whether the location is covered by insurance.
2. Use trained “Monitors” for the event and follow the “12 Responsibilities of the Monitor” guide can help reduce issues associated with this event.
3. Food and non-alcoholic beverages should be provided in sufficient quantities to serve the number of guests expected (i.e., at least one serving of each per person). These items should be in plain view and available throughout the duration of the event/function.
4. Persons under 21 years old should not be served or permitted to drink alcoholic beverages.

5. Alcoholic beverages should not be served before 12:00pm or after 1:30am.
6. Controlled substances should not be allowed at the event.
7. If at any time during this event an individual and/ or group becomes disruptive, my organization and I should immediately notify the appropriate local authorities to handle the problem. **My organization and I should not attempt to physically remove any person from this event.**
8. My organization and I should be responsible for getting prompt medical care for any individual who is found to be intoxicated at this event. Proper medical care includes notifying the local emergency response systems (e.g, calling 911).

I understand that my organization and I have been provided this information to help mitigate the risks of this event. My organization and I also understand that:

- There may be other risks associated with this event that have not been outlined in this document nor discussed during our conversation.
- This event is not sponsored nor controlled by the University of Rochester.
- My organization and I will be responsible for any damages that may be incurred as a result of this event.
- My organization and I can be held responsible for inappropriate conduct related to this event through the University of Rochester disciplinary system.

Event Organizer's Signature:

Page 10: 21+ Bar Night

(This page is reached if, on Page 2, “Please select the option that best describes your event.” is answered with “21+ Bar Night”)

Please complete this form to request approval for transportation to an event at a location serving alcohol. Forms will be reviewed by your advisor and submitted to the Event Registration Review Committee, which meets bi-weekly. You should submit this information at least two weeks prior to your event.

A "21+ Bar Night" is defined as events which:

- Are open to the general campus population
- Take place on Thursday, Friday, or Saturday evening
- Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclub)
- Are only open to attendees 21 or older

Co-sponsor(s):

Capacity of Location:

Estimated attendance (including members):

Location Representative and contact information:

Number of buses you plan to reserve:

Is the location closed to the general public?

- Yes/No

Please describe in detail your event management and risk management plan including publicity, crowd control, event manager duties, and arrangement with location (cover fee, rental, DJ, etc.). Refer to the Event Registration

Policies and Guidelines document for information. You may type your plan below or attach it in a separate document.

You may attach an event/risk management plan. (Upload)

Page 11: 21+ Bar Night Agreement

(This page is reached if, on Page 2, “Please select the option that best describes your event.” is answered with “21+ Bar Night”)

Please check each statement to acknowledge you have read and understood the content then sign at the bottom of the page.

Buses

- My organization must provide bus signage for each bus for events. This event sign must include event name, location, time buses are running, sponsoring organization's name, and University of Rochester.
- Buses must continue to run at least 30 minutes after the event's end time.
- After midnight, all buses should be return-runs only. Buses returning after 1am will have an additional stop at Riverview. Otherwise, buses will only travel between your event venue and IT.

Event Managers

- My organization must have a minimum of four event managers for five different jobs throughout the night. One event manager must ride the first bus to the venue and be on-site for the duration of the event. Three event managers must remain at the IT Center to check IDs and to control the boarding of the buses. One event manager must remain at the IT Center to monitor students returning from the event from midnight until all buses have returned.
- At the IT Center, two event managers will check IDs to determine whether individuals have University ID and have government ID that indicates they are over 21. They will use the hand stamp provided in the bar party packet to identify students who meet the criteria. The third event manager will ensure that all guests boarding the bus have had their hands stamped.
- If more than one organization is co-sponsoring the event, each co-sponsoring organization must designate Event Managers.

Public Safety

- My organization must hire UR Public Safety for the duration of the event. I understand that there is a minimum four hour charge of \$200 payable by check or blue requisition (312 Form) in advance to UR Public Safety at 612 Wilson Boulevard.

Event Paperwork and Evaluations

- My organization must submit the Bus Services Request Form at least 8 days prior to the event to reserve the buses. This form requires an advisor's signature.
- My organization will pick up the required Bar Party Packet from 510 Wilson Commons 24 hours before the event.
- My organization is responsible for damage to the packet contents or the table at the IT Center. This completed packet must be returned within three business days of the event.
- My organization must complete the Group Evaluation Form within three business days of the event.

Signature:

Page 12: Formal/Closed Event

(This page is reached if, on Page 2, “Please select the option that best describes your event.” is answered with “Formal”, “Closed Event”, or “Other”)

Please complete this form to request approval for transportation to an event at a location serving alcohol. Forms will be reviewed by your advisor and submitted to the Event Registration Review Committee. The Event Registration Review Committee recognizes that each question may not be appropriate for your event, so any question that is not applicable to your event may be completed with "N/A". You should submit this information at least two weeks prior to your event.

"Formals" are defined as events which:

- Are sponsored by a club or an organization (as listed in the CCC Directory)
- Are at a location that is closed to the general public
- Include as participants only current student members plus one guest each
- Take place on Thursday, Friday, or Saturday evening
- Have buses with predefined start and end times without "looping" buses
- Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclubs).

"Closed Events" may include, but are not limited to, off-campus happy hours.

Capacity of Location:

Estimated attendance (including members):

Location Representative and Contact Information:

Bus Departure Time:

Bus Return Time:

Number of buses you plan to reserve:

Type of Bus Requested

- First Transit (33 Passenger)
- Monroe (44 Passenger school bus)

Is the location closed to the general public?

- Yes/No

Will there be a pre-determined guest list?

- Yes/No

Please describe how you will advertise your event. If you use invitations, explain how they will be distributed.

Who are your event managers, and what are their responsibilities?

What arrangements have been made with the location hosting your event? (ex. cover charges, rental fees, DJs, etc.)

If you have a signed contract with the location, please attach that here (Upload)

Please describe in detail the risk management policies you plan to enact for this event. Refer to the Event Registration Policies and Guidelines document for information. You may type your plan below or attach it in a separate document.

You may attach an event/risk management plan. (Upload)

Page 13: Formal/Closed Event Agreement

(This page is reached if, on Page 2, “**Please select the option that best describes your event.**” is answered with “Formal”, “Closed Event”, or “Other”)

Please check each statement to acknowledge you have read and understood the content, then sign at the bottom of the page. The Event Registration Review Committee recognizes that each question may not be appropriate for your event, and will take this under advisement in reviewing your submission.

Buses

- My organization must provide bus signage for each bus for events. The event sign must include event name, location, time buses are running, sponsoring organization's name, and University of Rochester.
- Buses must continue to run at least 30 minutes after the event's end time.
- After midnight, all buses should be return-runs only. Buses returning after 1:00am will have an additional stop at Riverview. Otherwise, buses will only travel between your event venue and IT.

Event Managers

- My organization must have a minimum of four event managers throughout the evening. One event manager must ride the first bus to the venue and be on-site for the duration of the event. Three event managers must remain at the IT Center to check IDs against the guest list and to control the boarding of the buses (Note: they may depart once all buses are boarded).
- At the IT Center, two events managers will check IDs to determine whether individuals are on the guest list and have shown up for their proper bus time. They will use the hand stamp provided in the bar party packet to identify students who have checked in. The third event manager will ensure that all guests boarding the bus have had their hands stamped.

Public Safety

- Depending on the size and scope of the event, my organization may be required to hire UR Public Safety for the duration of the event. I understand there is a minimum four hour charge of \$200 payable by check or blue requisition (312 Form) in advance to UR Public Safety at 612 Wilson Boulevard.

Event Paperwork and Evaluations

- My organization must submit the Bus Services Request Form at least 8 days prior to the event to reserve the buses. This form requires an advisor's signature.
- A copy of the guest list must be submitted to 510 Wilson Commons at least 24 hours before the event. This list, which should include your organization's members, should also include the bus times that guests have been assigned and the names and contact information of all event managers. Please use the template provided by your advisor. Also indicate which guests are NOT University of Rochester students.
- My organization will pick up the required Bar Party Packet from 510 Wilson Commons 24 hours before the event.
- My organization is responsible for damage to the packet contents or the table at the IT Center. This completed packet must be returned within three business days of the event.
- My organization must complete the Group Evaluation Form within three business days of the event.

Signature:

Page 14: Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form.

Name: <Name will appear here>

Time: <Time will appear here>

Location: <Location will appear here>

<Links to completed sections will appear here for the student to review>

Allow attendance at this event to be shown on the Involvement Record

- Yes/No

Submit

- Submit
- Cancel