Event Registration
Policies and Guides
Spring 2017

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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). This includes events that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
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.
8. Any programs, on- or off-campus, involving minors and children (not including University students who are minors).
Guide for Registration Timeline

<table>
<thead>
<tr>
<th>More time is needed if <strong>any</strong> of these conditions are met</th>
<th>Less time is needed if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 4. Your event is in Hirst, May, Strong, Spurrier Dance, Palestra, Douglass, Field House</td>
<td>None of the previous 3 conditions are met</td>
</tr>
</tbody>
</table>

How many business days before the event do you:

| 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 |
| 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 |
| 5. Obtain SWARM pinnies, wristbands, & Attendance Clickers (if alcohol is being served)? | 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 Locations

- **Douglass Ballrooms.** When Douglass is to be used as a party location, there are specific signs that must be visible at all times, at the request of the Event Registration Review Committee and Public Safety. These signs may be picked up at the Common Connection, Wilson Commons 201.
- **May Room.** When the May Room is to be used as a party location, there are specific signs that must be visible at all times, at the request of the Event Registration Review Committee and Public Safety. These signs may be picked up at the Common Connection, Wilson Commons 201.
• **Strong Auditorium.** Any event seeking to be held in Strong Auditorium will be subject to a review of historical attendance (if appropriate). If attendance has historically been below 250, the Event Registration Review Committee and the Reservations Coordinator reserve the right to find an alternative venue for the event.

**Events on the Fraternity Quad**

On any given evening if there are 5 or more events scheduled in houses on the Fraternity Quad, there needs to be a conversation with Public Safety, and the rest of the Event Registration Committee as to whether additional Officers will be need to be added.

If it is determined that one or more additional Officers are needed and all organizations have submitted their Event reservations in a timely manner, the additional cost would be split equally among all groups hosting events.

Factors that will be considered in adding the additional officers would include:

- How many events have alcohol
- How many are open to parties
- How the events have been advertised
- How many events are registered off-campus
- If it is a holiday or other milestone in the calendar where there has typically been more potential for high-risk behavior (i.e. beginning or end of semester)

**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, Residential Life, 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.

Policy Regarding Bonfires

As soon as your group identifies that it wishes to put on a bonfire or s’more pits, you must meet with your primary advisor to discuss your intentions for the event. You will then schedule a campus providers meeting that includes your primary advisor, University Fire Marshal, Facilities, Public Safety, and Residential Life to go over the following list of logistical considerations to hold a successful event.

1. Reserve the only designated location on campus:
   a. Sage Lawn (for the event)
   b. O’Brian Conference Room (for event supplies night before/day of: wood, food, extinguishers)

2. Supplies needed:
   a. Wood (you must supply your own)
   b. Hose (provided by Facilities)
   c. Fire extinguishers (need to pay a deposit to University Fire Marshal, and event managers are required to have been trained on fire extinguishers by the Fire Marshal)
   d. Small burn barrels (for roasting s’mores) (Facilities)
   e. Buckets of water next to small burn barrels (student group)

3. Staffing:
   a. At least 15 people must be staffing the event at any given time. If this number is not met, the event will not be approved.
   b. If utilizing s’mores pits then another person per pit needs to be added.

4. Event Support:
   a. If music is to be a part of the event it cannot be amplified (i.e. acoustic music only).
   b. The main bonfire can be no taller than 6 feet.

5. Food: if food will be part of the event,
   a. Include the campus sanitarian as part of the campus providers meeting
   b. Trash cans will need to be provided (Facilities)
   c. Trash removal will need to be done at the conclusion of the event (Facilities)

Guide to Off-Campus Events with Alcohol

Definitions

"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).

"21+ Bar Nights" are 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

“Mixers” and “parties” are events that occur at residential locations and are hosted by a student organization. **Students alone (i.e. not attached to a student organization) cannot register mixers or parties.**

“Other off-campus events with alcohol” are defined as events which are
• Hosted by a club or an organization (as listed in the CCC Directory)
• Do not fit the criteria of a formal, 21+ bar night, mixer, or house party
These events include, but are not limited to, happy hours, bowling nights, and wine tastings.

The Event Registration Committee will evaluate how many events with alcohol will permitted in a given weekend and on a given day. **There is a current moratorium on bar nights that are not 21+.**

**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 Community 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.

*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 Community 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.

Policy for off-campus events with alcohol that are not formals, bar nights, mixers, or house parties

**Submitting Requests for an event:**

1. Requests for an off-campus event with alcohol that is neither a formal nor a bar night (“off-campus event with alcohol”) should be submitted to the Office of the Dean of Students through the Campus Community Connection at least two (2) weeks prior to the event using the Event Registration Process.
2. After the event takes place, an Assessment Form must be completed for a group to preserve the ability to host like events in the future.
3. The Event Registration Review Committee, or the Associate Dean of Students, shall review and approve or disapprove all requests for events. Factors to be considered will include, but not be limited to: type of establishment, timing of event, historical data, and intended audience.

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 Event Registration Review Committee, or the Associate Dean of Students, will determine, based on the physical location of the event and historical data, whether transportation must be provided to the event location. If the Committee determines that transportation must be provided, then it is incumbent on the sponsoring organization to organize this requirement, at its expense.

**Public Safety Requirements:**

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the duration of event, if transportation is to be provided to the event location. 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 may be asked to designate event managers per the event registration process whose responsibilities include managing the boarding of the buses.

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### 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.

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

**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.
Minors at University Events

- Any event with minors—i.e., any event with children under 18 years of age who are not University students—must be registered through the University’s Office of Counsel. Work with your advisor to register these events.
- Specific details on how to register these events can be found on the WCSA Event Planning Website. Some programs may require background checks. This process can take up to three weeks.

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:

<table>
<thead>
<tr>
<th>Factors that increase risk levels for any event</th>
<th>Factors that may decrease risk levels for any event</th>
</tr>
</thead>
<tbody>
<tr>
<td>The need for personal protection for speakers, performers or guests</td>
<td>Guest(s) will be on campus at one general location</td>
</tr>
<tr>
<td>Guest(s) will be on campus at multiple locations</td>
<td>Events limited to UR students, faculty and/or staff</td>
</tr>
<tr>
<td>Off-campus advertising</td>
<td>Competing event elsewhere will affect attendance</td>
</tr>
<tr>
<td>Cash protection/deliveries</td>
<td>Patrons are screened for weapons at the entrance</td>
</tr>
<tr>
<td>Anticipation of large ticket sales</td>
<td>Prior events of similar nature with no history of safety problems</td>
</tr>
<tr>
<td>Night time event</td>
<td>Day time event</td>
</tr>
<tr>
<td>Outdoor venue</td>
<td>Indoor Venue</td>
</tr>
<tr>
<td>Live/ amplified entertainment</td>
<td>Shorter duration of event</td>
</tr>
<tr>
<td>Multiple events on the same day</td>
<td>Historically poor ticket sales</td>
</tr>
<tr>
<td>Venues with multiple entrances</td>
<td>Student Affairs oversight and presence at student events</td>
</tr>
<tr>
<td>Traffic control needs</td>
<td>Formal or semi-formal events</td>
</tr>
<tr>
<td>Alcoholic beverages</td>
<td>Lack of timely notification</td>
</tr>
<tr>
<td>Lack of timely notification</td>
<td>Potential of opposition to event</td>
</tr>
<tr>
<td>Potential of opposition to event</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

**Prerequisites for applying for the Event Security Fund:**
1. The group sponsoring the event must be an SA recognized student organization.
2. The proposed event must occur on the University of Rochester campus.
3. The event must be open to all University of Rochester undergraduates.
4. Each group may apply for the fund only once per semester.
5. The group sponsoring the event must have discussed this fund request with their primary advisor.

**Process for receiving funding:**
1. The group requesting funding must complete the Public Safety Fund Request page during the Event Registration Process through the CCC. The form requires the following information:
   a. The level of security mandated for the event.
   b. The amount of money requested from the Public Safety Fund.
c. The full list of expenses and funding sources for the event (includes group’s budgeted funds, outside funding, and estimated ticket sales).

2. The Event Registration Committee will convene to determine whether additional funding for security will be provided. This decision will be based on the following criteria:
   a. Whether the group pursued other avenues for funding (ex. SA supplemental funding).
   b. The level of UR Public Safety and RPD mandated for the event. The security presence required must be higher than the group anticipated in its budget and must be higher than the group’s reasonable ability to pay.
   c. If the event will not be financially successful (i.e. the group will cover all expenses through ticket sales) without the assistance of this fund.
   d. The event will have a beneficial impact on the University of Rochester community.
   e. The size of the group. Preference will be given to organizations with small memberships (fewer than 13 members) who have less financial ability to pay for security.
Resources not Covered in this Document:

Campus Community 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
  - Rocky’s Sub Shop & Lounge
- Reservation Release Form

Office of the Dean of Students (http://www.rochester.edu/college/odos/index.html)
- Alcohol Policy
- Student Conduct Handbook

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 Registration Policies and Guides
- Event Support
- Food Trucks
- Minors Policy
- Spaces Eligible for Reservation
- Wilson Commons Building Policies
- Guidelines for Creating Your Own Publicity