UCI Policies & Procedures

UC IRVINE ADMINISTRATIVE POLICIES AND PROCEDURES

Physical Environment and Properties

Buildings and Grounds: General Use

Sec. 900-15: UCI Major Events Policy

Responsible Administrators: Vice Chancellor–Student Affairs and Chief Financial Officer/Vice Chancellor–Division of Finance and Administration
Issued: January 2019

References / Resources

- The Constitution of the United States (https://www.archives.gov/founding-docs/constitution-transcript)
- California State Constitution (https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=CONS&tocTitle=+California+Constitution+-+CONS)
- UC Policies
    - Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California (http://policy.ucop.edu/doc/3000127)
    - Policies Applying to Campus Activities, Organizations, and Students (PACAOS): Section 40 (http://policy.ucop.edu/doc/2710524), Policy on Use of University Properties
- UCI Campus Implementation
    - Section 40 (https://aisc.uci.edu/policies/pacaos/university-properties.php), Policy on Use of University Properties
- UCI Administrative Policies & Procedures
    - Section 900-11 (../procs/900-11.php), Guidelines for Scheduling Campus Properties through Student Center & Event Services
    - Section 900-16 (900-16.php), Policy on Temporary Access to University Properties by Off-Campus Vendors & Commercial Entities
    - Section 900-23 (../procs/900-23.php), Interim UCI Guidance Concerning Disruption of University Activities
- UCI Resources
    - Rights of Free Speech and Academic Freedom (https://freespeech.uci.edu/)

Contact: UCI Student Center & Event Services (mailto:reserver@uci.edu) at (949) 824-5252

Contents

A. Policy Scope and Purpose

1. **Use of UCI Facilities for Major Events**
   UCI makes certain facilities and spaces on campus available for Events, including Major Events (as defined below). This policy applies to Major Events sponsored by individuals other than current employees of UCI acting within the course and scope of University employment and by organizations other than Academic and Administrative Departments of UCI ("Non-University Users").

2. **Purpose**
   This policy is intended to facilitate free speech and expression and to ensure safe and successful events. It is explicitly intended to support the ability of Non-University Users to host Major Events on campus and will be applied without regard for perspectives or positions expressed in connection with those events. All criteria for assessing Major Events must be applied in a viewpoint-neutral manner and without regard to the content of any expressive aspect of the event.

3. **Scope**
   This policy applies to Major Events sponsored by Non-University Users anywhere at UCI. Events scheduled, organized, and supervised by UCI Academic Departments and Administrative Departments or by student government entities are not subject to this policy. Only UCI employees acting in the course and scope of their University employment may supervise a departmental event. For purposes of this policy, departmental events include social gatherings of students from that department in departmental facilities for which no formal permission for use has been sought.

4. **Policy**

   a. Non-University Users may reserve space to host Major Events with written permission from the campus and must adhere to the requirements and procedures detailed in this policy.

   b. If any Client or co-sponsor of a Major Event is a Non-University User, then this policy applies to the Major Event. This policy operates in conjunction with specific deadlines, policies and regulations for each campus facility. Facility reservation deadlines and other procedural details may vary among campus facilities. Therefore, the Venue Contact must be consulted before the event to obtain specific details concerning reservation and event procedures.

   c. The campus may classify any proposed event as a Major Event subject to this policy, consistent with the definition set forth in Part B below. Clients are encouraged to consult with the appropriate campus contact (either Student Center & Event Services Event Planner or other Venue Contact) at the earliest possible time to determine whether their event may be classified as a Major Event.

   d. Any determination by authorized campus officials that an event constitutes a Major Event under Part B.2 or B.3 will be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event. The authorized campus officials will be the Chancellor and/or the Chancellor's designee(s). Any designee(s) must:

      i. be a Vice Chancellor or Associate Vice Chancellor, and

      ii. not be a member of UCIPD.

e. The authorized campus official(s) will make a determination in consultation with UCIPD and the Student Center & Event Services Event Planner or other Venue Contact (as appropriate). The campus will use the Campus Events Risk Grid to further determine the potential impact of an event and what permits, reviews or other requirements are necessary.

f. Use of campus facilities by University users for events not defined as Major Events is subject to the requirements of other UCI policies.

B. Definition of A Major Event

For purposes of this policy, a **Major Event is any planned gathering including but not limited to celebrations, social gatherings with or without amplified music or sound, lectures, forums, performances, concerts, rallies, speaker presentations, and conferences at which one or more of the following conditions apply**:

1. **300 or more people are expected to participate or attend**; **or**

2. Authorized campus officials determine that **the event is likely to significantly affect campus safety, security and/or campus services** based on:

    a. the proposed location of the event, including without limitation ingress/egress, traffic flow or type of construction,

    b. the estimated number of participants/attendees,

    c. the time of day the event is to take place,

    d. the date and day of the week the event is to take place,

    e. the proximity of the event in time and space to other activities or locations that may interfere with, obstruct or reduce the efficacy of security measures being implemented,

    f. the resources needed to secure the event,

    g. the anticipated weather conditions,

    h. the estimated duration of the event,

    i. any objective and credible evidence regarding actual threats to campus safety or security, including without limitation information evidencing likely conflict, protest, crowding or threatened violence, or

    j. any similar viewpoint- and content-neutral considerations relevant to assessment of campus safety, security and/or services; **or**

3. Authorized campus officials determine that **the event is likely to significantly interfere with other campus functions or activities** based on:

    a. the proposed location of the event, including without limitation proximity to academic or research spaces or other spaces critical to campus functions or activities,

    b. the estimated number of participants/attendees,

    c. the time of day the event is to take place,

    d. the date and day of the week the event is to take place,

    e. the estimated duration of the event,

    f. the event's timing in relation to the academic calendar or other academic or research-related functions or activities,

    g. the expected noise level to be generated by the event,

h. the need for and/or availability of UCI resources and personnel to facilitate, oversee or control the event to mitigate any effect on other campus functions or activities, or

i. any similar viewpoint- and content-neutral considerations relevant to assessment of potential interference with campus functions or activities.

C. Other Definitions

Academic Department:	A college, school, a division of a college or school, or a department within a college or school, an organized research unit, or an academic or research center of UCI.
Administrative Department:	A non-academic campus unit dedicated to the operational, financial, and/or strategic functions of UCI.
Basic Event Security:	Consists of UCIPD presence (required at some facilities) and related costs necessary in the professional opinion of UCIPD, in consultation with the campus authorized official(s), to carry out an event in the absence of any expected disturbance. It does not include the cost of Extraordinary Event Security.
Client:	Person(s) or entity (entities) scheduling, organizing or supervising, or determining whether to hold, a Major Event or determining the content of a Major Event.
Event:	Any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations and conferences.
Extraordinary Event Security:	Consists of UCIPD presence and related costs necessary in the professional opinion of UCIPD, in consultation with the campus authorized official(s), to protect the larger community. The cost of extraordinary event security is borne by the University.
Non-University Users:	1. Individuals not currently employed by UCI, or employees of UCI acting outside the course and scope of their employment; or 2. A group, association, corporation, or other combination of individuals that is neither an Academic nor Administrative Department of UCI. Non-University Users include private individuals (including students), private corporations, non-profit organizations, unincorporated associations and student organizations, including Registered Campus Organizations. Student government entities are not Non-University Users. If any Client or co-sponsor of a Major Event is a Non-University User, then this policy applies to the Major Event.
University Property:	Any building or outdoor facility owned or leased by The Regents of the University of California on behalf of its Irvine campus, excluding the UCI Medical Center.
Venue Contact:	UCI employee who schedules and facilitates events in a particular location on University Property.

Venue Rental Costs:	The costs inherent in renting the venue, including without limitation: room rental, facility fees, staffing, equipment rental, furniture rental, room set-up and break down.

D. Exceptions to This Policy

1. In rare circumstances, a <u>Client</u> may believe that the event is time-sensitive and that it is not possible to comply with the deadlines in this policy. In those circumstances, the Client may make a request for an exception to the Chancellor or the Chancellor's designee. The Chancellor or the Chancellor's designee will determine whether the proposed event may be held and what security or other measures shall be implemented. The determination will be based on viewpoint-neutral factors, including:

   - The time-sensitivity of the proposed event (e.g., whether the event is in response to an unplanned and/or unforeseeable occurrence such as a natural disaster, a death or a current event).

   - The number and category(ies) of anticipated attendees (refer to the UCI <u>Campus Events Risk Grid</u>).

   - The availability of an appropriate venue.

   - The ability of UCIPD, based on its own assessment, to secure the proposed event.

2. Requests for an exception must be submitted on the **Exception Request Form (https://www.studentcenter.uci.edu/book-an-event/request-for-exception-to-uci-major-events-policy/)**. No more than two requests for an exception may be submitted for any proposed event.

E. General Procedures For All Major Events

1. Clients are liable for:

   a. All costs related to the <u>Major Event</u>. This includes, but is not limited to, <u>Venue Rental Costs</u>, <u>Basic Event Security</u> costs (if the <u>Client</u> is a non-student, <u>Non-University User</u>), and any damages that occur as a result of the Major Event. Individual Clients may be held personally liable for costs related to the Major Event.

   b. Actions and costs of third parties with whom the Client contracts or arranges services.

2. All Non-University Users and third parties will provide a certificate of insurance compliant with UC policy <u>BFB-BUS-63: Insurance Requirements and Certificates of Insurance (https://policy.ucop.edu/doc/3520339/BFB-BUS-63)</u> to <u>UCI Risk Services (mailto:riskmgmt@uci.edu)</u>, either directly or via the Student Center & Event Services Event Planner, at least five (5) calendar days prior to the date of the event.

3. All Major Event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials to provide for the safety of event participants. Participants and attendees will be notified through clearly posted signs at the event entrance if they will be subject to a search.

4. The maximum room capacity for all campus facilities is established by the Campus Fire Marshal. The <u>Venue Contact</u> may reduce capacity further in accordance with staff availability and other considerations.

5. Clients must comply with UCI <u>Sec. 900-13: Policy on Sale, Service and Consumption of Alcoholic Beverages (900-13.php)</u>.

6. The use and/or possession of illegal drugs is prohibited at all campus events. See UCI Sec. 903-14: Smoke and Tobacco Free Environment Policy and Procedures (903-14.php).

7. To the degree an Academic or Administrative Department authorizes use of facilities under its control for events sponsored by a Non-University User, the department may be required to reimburse security costs and other costs incurred by other campus units for that event.

8. Failure to comply with campus regulations and policies, including this policy, pertaining to events:

   a. **Before an event** will result in denial of the Client's facility use request. RCOs may be subject to campus discipline as set forth in PACAOS 100 (https://aisc.uci.edu/policies/pacaos/discipline-procedures.php). Non-compliant events may be re-scheduled in a compliant manner.

   b. **At the event** (by, for example, including a speaker or presenter who was not previously identified) will result in:

      i. Student Non-University Users: Consequences include potential restrictions on future use of University space (see Guidelines and Procedures for Non-Compliance including Levels of Non-Compliance and the Resulting Outcomes (https://www.studentcenter.uci.edu/book-an-event/guidelines-and-procedures-for-non-compliance-including-levels-of-non-compliance-and-the-resulting-outcomes/)) and potential campus discipline as set forth in PACAOS 100 (https://policy.ucop.edu/doc/2710530/PACAOS-100).

      ii. Non-Student Non-University Users: Consequences include restrictions on future use of University space.

F. Security Procedures for All Major Events

1. If required pursuant to the criteria set forth in the Campus Events Risk Grid, UCIPD will conduct a security assessment based on information provided on the Event Inquiry and Security Assessment Form and such other information as UCIPD may obtain.

   a. UCIPD will not begin conducting a security assessment unless and until the Client(s) has provided the:

        i. desired date(s)/time(s) for the event;

       ii. desired location(s)/venue(s) for the event;

      iii. identity of the speaker(s)/presenter(s); and

       iv. expected number of participants or attendees.

   b. If any of the information in F.1.a (above) changes, UCIPD will conduct a new security assessment or revise its security assessment using the new information, which will restart the deadlines identified in Parts G and H (below).

   c. If any other information relevant to UCIPD's security assessment changes, UCIPD may conduct a new security assessment or revise its security assessment using the new information.

2. In consultation with the Office of Campus Counsel, UCIPD will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions or anticipated expression of event speakers, Clients, participants, attendees, community or performers. Permissible factors for consideration include but are not limited to:

   a. the estimated number of participants,

     b. the category(ies) of attendees (see UCI Campus Events Risk Grid No. 2),

     c. whether alcohol will be served at the Major Event,

     d. the time of day the Major Event is to take place,

     e. the date and day of the week of the Major Event,

     f. the proposed location of the event,

     g. the proximity of the Major Event to other activities or locations that may interfere, obstruct or lessen the effectiveness of the security measures being implemented,

     h. the resources needed to secure the Major Event,

     i. the anticipated weather conditions,

     j. the estimated duration of the Major Event, and

     k. any similar content-neutral considerations relevant to assessment of security needs.

3. UCIPD will make security recommendations that, in UCIPD's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to paragraph F.2. above. The goals of UCIPD's security recommendations will be to:

   • Minimize risks to the health and safety of the event participants and attendees;

   • Minimize risks to the campus and surrounding community;

   • Maximize the ability of the Client to successfully hold the Major Event; and

   • Protect the exercise of rights of free expression by the Client, participants, attendees, and community.

   Recommended security measures may include, but are not limited to: adjusting the venue, date and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

4. If UCIPD determines the Major Event has substantial security needs, the Client must schedule a security assessment meeting with UCIPD no later than five weeks prior to the Major Event date. The meeting may include, as necessary, the following: a staff member from Student Center & Event Services; the Venue Contact or designee; and one or more signatories or other representatives from the Client. The individuals serving as first contacts or signatories must attend the meeting and be available for consultation throughout the event-planning period. UCIPD will present security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing the security needs that UCIPD has identified.

5. If UCIPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the Client and other appropriate stakeholders to discuss its revised recommendations.

6. Should the Client and UCIPD be unable to agree on implementation of security measures or recommendations, the Client may submit an appeal to the Chancellor or the Chancellor's designee for final determination. The Chancellor or Chancellor's designee may determine the security measures required for the event based on UCIPD's security assessment. The goals of that determination will be to:

   • Minimize any identified threat to health and safety of the event participants and audience;

   • Minimize any identified threat to the campus and surrounding community;

   • Maximize the ability of the Client to successfully hold the event; and

- Protect the exercise of rights of free expression by the Client, participants, attendees, and community.

Implemented security measures may include, but are not limited to: adjusting the venue, date and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

Appeals must be submitted on the **Appeal Form (../files/900-15d.pdf)**. The Chancellor or Chancellor's designee will provide the Client a written explanation of the reasons for the final decision.

7. If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior civilian administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking UCIPD officer at the event.

G. Specific Procedures for Major Events Hosted by Students or Student Organizations

Students and student organizations must comply with the following procedures. For purposes of this policy, Major Events hosted by student organizations means any Major Event sponsored or co-sponsored by a Non-University User that is a University-recognized student organization (including Registered Campus Organizations).

1. An individual student or one student signatory of a student organization seeking to use University Property to hold an event must:

   a. **Immediately** – Review the Event Inquiry and Security Assessment Form on-line and be prepared to complete and submit it at least six weeks before the requested date for the event.

   b. **Immediately and Throughout** – Comply with all requirements as established in policies administered by Student Center & Event Services, Student Life and Leadership, UCIPD, Risk Services or the Venue Contact. A variety of permits and/or waivers may be required.

   c. **Six Weeks Before Event** – Request a reservation for the event's desired location at least six weeks prior to the event.

      i. If security arrangements and other preparations cannot be made in compliance with this time frame, the event may not be approved for the date and time requested.

      ii. An event may be held at the Student Center or at other space on campus.

      iii. Selected lists of campus venues, and respective contacts, can be accessed by clicking on the following:
         - the Student Center (http://www.conferencecenter.uci.edu/meetings-events/planning-resources/event-venues/); and/or
         - other locations at UCI (http://www.classrooms.uci.edu/GAC/).

      iv. Facility policies vary by location. Ask the Venue Contact for details and requirements. A preliminary reservation does not constitute approval of the use of the venue at the proposed date and time.

   d. **Six Weeks Before Event** – Complete and submit the Event Inquiry and Security Assessment Form following the on-line instructions at least six weeks prior to the event.

     i. The Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, sends the Event Inquiry and Security Assessment Form to UCIPD and to UCI Transportation and Distribution Services (Parking).

e. **Five Weeks Before Event** – Meet with the assigned Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, to review Major Event details at least five weeks prior to the event.

     i. This meeting will be coordinated by the Student Center & Event Services Event Planner or by the other Venue Contact (if the event is not at the Student Center).

     ii. The Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, will include UCIPD (and UCI Transportation and Distribution Services (Parking), as appropriate) in the meeting.

     iii. If needed, the Student Center & Event Services Event Planner and/or other Venue Contact will schedule a follow-up Major Event coordination meeting with the Client to exchange information and discuss logistical expectations. The Major Event coordination meeting will usually occur four weeks prior to the event. The Student Center & Event Services Event Planner and/or other Venue Contact may request an additional meeting to ensure that all instructions agreed to at the Major Event coordination meeting have been carried out.

f. **Two Weeks Before Event** – Submit all publicity materials to Student Center & Event Services prior to publication and at least two weeks before the event. Student Center & Event Services, in coordination with Student Life and Leadership, may review publicity materials only to verify that event details (such as date, time, and location) are accurate and to review proper use of the University's name. After the initial set of publicity materials has been submitted and approved, the Client may distribute other publicity materials so long as they contain the same accurate event details as the initial set of materials.

g. **Two Weeks Before Event** – Submit to Student Center & Event Service Event Planner and/or other Venue Contact, as appropriate, the full name and contact information for an individual who is responsible for all media relations, so that UCI Strategic Communications and other offices know with whom to coordinate regarding logistics involving media organizations.

h. **Two Weeks Before Event** – Contact UCI Risk Services to arrange for insurance at least two weeks prior to the event. Insurance must be secured at least five (5) calendar days prior to the event. If insurance through UCI Risk Services is not approved for the event, the event cannot proceed unless the Client is able to obtain substantially identical insurance coverage to that provided through UCI Risk Services. UCI Risk Services may be reached at riskmgmt@uci.edu (mailto:riskmgmt@uci.edu) or the Student Center & Event Services Event Planner can coordinate with Risk Services.

2. Prior to a Major Event, the UCIPD chief or designee may inform a group including UCI Strategic Communications and Public Affairs and/or local law enforcement, or their designees, about the Major Event. The UCIPD chief or any member of this group may request additional meetings in advance of the Major Event to discuss concerns.

3. Events must end no later than midnight or at a time determined by the campus administration based on the UCIPD security assessment, or as prescribed by specific facility policies, campus policies and City of Irvine ordinances. Additional charges may be applicable to extend events beyond specific building hours.

4. Student Non-University Users must pay Venue Rental Costs. Student Non-University Users do not pay either Basic Event Security or Extraordinary Event Security costs.

H. Specific Procedures for Major Events Sponsored by Non-University Users Other Than Students or Student Organizations

All other Non-University Users of University Property must follow the following procedures. UCI may require that events co-sponsored by students or student organizations and other Non-University Users comply with both or either set of procedures.

1. Non-student, Non-University Users must:

    a. **Six Weeks Before Event** – Contact the Major Event's desired location at least six weeks prior to the date of the event.

        i. If security arrangements and other preparations cannot be made in compliance with this time frame, the event may not be approved for the date and time requested.

        ii. An event may be held at the Student Center or at other space on campus.

        iii. Selected lists of campus venues, and respective contacts, can be accessed by clicking on the following:
            • the Student Center (http://www.conferencecenter.uci.edu/meetings-events/planning-resources/event-venues/); and/or
            • other locations at UCI (http://www.classrooms.uci.edu/GAC/).

        iv. Facility policies vary by location. Ask the Venue Contact for details and requirements. A preliminary reservation does not constitute approval of the use of the facility at the proposed date and time.

        v. Facility Use Permits for use by Non-University Users of University Property that is not scheduled by Student Center & Event Services are handled by the UCI Academic Department or Administrative Department overseeing the property. The authority to approve use of a campus facility by Non-University Users is held by the highest-level administrative official of each campus department (or designee) provided these procedures are followed.

        vi. The Client must complete and submit to the Venue Contact in the department the Facility Use Permit Form. The department must retain the completed and signed Facility Use Permit for five years after its expiration.

        vii. Upon receipt of a Facility Use Permit for an event that may qualify as a Major Event, the Venue Contact will advise the Client to submit an Event Inquiry and Security Assessment Form following the on-line instructions if one has not already been submitted.

    b. **Six Weeks Before Event** – Non-student, Non-University Users must submit an Event Inquiry and Security Assessment Form following the on-line instructions at least six weeks prior to the date of the event.

        i. The Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, sends the Event Inquiry and Security Assessment Form to UCIPD and to UCI Transportation and Distribution Services (Parking).

    c. **Five Weeks Before Event** – Meet with the assigned Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, to review Major Event details at least five weeks prior to the event.

        i. This meeting will be coordinated by the Student Center & Event Services Event Planner or by other Venue Contact (if the event is not at the Student Center).

    ii. The Student Center & Event Services Event Planner and/or other Venue Contact, as appropriate, will include UCIPD (and UCI Transportation and Distribution Services (Parking), as appropriate) in the meeting.

    iii. If needed, the Student Center & Event Services Event Planner and/or other Venue Contact will schedule a follow-up Major Event coordination meeting with the Client to exchange information and discuss logistical expectations. The Major Event coordination meeting will usually occur four weeks prior to the event. The Student Center & Event Services Event Planner and/or other Venue Contact may request an additional meeting to ensure that all instructions agreed to at the Major Event coordination meeting have been carried out.

d. **Two Weeks Before Event** – Submit to Student Center & Event Service Event Planner and/or other Venue Contact, as appropriate, the full name and contact information for an individual who is responsible for all media relations, so that UCI Strategic Communications and other offices know with whom to coordinate regarding logistics involving media organizations.

e. **Two Weeks Before Event** – Submit all publicity materials to Student Center & Event Services prior to publication and at least two weeks before the event. Student Center & Event Services, in coordination with Student Life and Leadership, may review publicity materials only to verify that event details (such as date, time, and location) are accurate and to review proper use of the University's name. After the initial set of publicity materials has been submitted and approved, the Client may distribute other publicity materials so long as they contain the same accurate event details as the initial set of materials.

f. **One Week Before Event** – Provide Student Center & Event Services Event Planner or other Venue Contact (as appropriate) with a Certificate of Insurance as specified in the Facility Use Permit Form at least five (5) calendar days prior to the event. The event cannot proceed unless the Certificate is provided by the deadline. If the Client does not have event insurance, the Client may purchase coverage by going to the following UCI Risk Services non-UC parties insurance webpage (http:http://uci.campusconnexionsuc.com/student-insurance/tenant-user-liability-insurance.html). Depending on the risks associated with the event, Clients may be required to provide higher amounts of insurance, additional types of insurance, or both.

2. Non-student, Non-University Users must pay Venue Rental Costs and Basic Event Security costs. Non-Student, Non-University Users do not pay Extraordinary Event Security costs.

Fees will be based on standard, approved and published recharge rates for UCIPD (http://police.uci.edu/services/police-special-event-services/index.php) or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on an assessment including but not limited to the following criteria:

- Number and category(ies) of expected attendees;
- Event venue, including venue size, location, number of entrances and exits to be staffed;
- Time of day;
- Whether the event will be open and/or advertised to non-affiliates of the University;
- Whether entrances will be controlled and whether tickets will be sold;
- Whether alcohol will be served;
- Whether there will be sales of food, beverages, or other items and whether cash handling will occur;

- Whether event performers come with personal security teams or details that require UCIPD liaisons; and

- Whether event organizers or event performers request additional security measures.

Additional security fees will not be charged to Clients based on concerns that the content of the event or the viewpoints, opinions or anticipated expression of the Clients, event performers or others participating in the event might provoke disturbances or response costs required by such disturbances.

I. Campus Events Risk Grid

1.	NUMBER OF ATTENDEES (Participants & Spectators)	Over 1,000	501-1,000	301-500	300 or fewer
	UCIPD Security Assessment	X	X	X	
	EH&S/Fire Assessment	X	X	X	X
	UCI Transportation (Parking) Assessment	X	X	X	X
	Insurance (depending on nature of event)	X	X	X	X
	Consider waiver forms for participants	X	X	X	X
2.	CATEGORY(IES) OF ATTENDEES	Open to Public	Students and Invitees	College Students Only	UCI Students Only
	UCIPD Security Assessment	X	X	X	
	Insurance (depending on nature of event)	X	X	X	X
3.	ALCOHOL AT EVENT Sec. 900-13: Policy on Sale, Service and Consumption of Alcoholic Beverages (900-13.php)	Yes (Free)	Yes (For Sale)	None	
	Certificate of Insurance	X	X		
	Alcohol Request Form (UCI)	X	X		

	Alcohol License (ABC)		X		
	UCIPD Security Assessment	X	X		
4.	**EVENT TIME**	**Lasts Past Midnight/Overnight Stay**	**Over by Midnight**	**Over by 11:00 pm**	**Over by 10:00 pm**
	UCIPD Security Assessment	X	X	X	
5.	**EVENT LOCATION**	**Off-Campus**	**Other Campus Location**	**Central Campus or Residence Hall/Housing**	**General Assignment Classroom**
	Insurance (depending on nature of event)	If location requires	X	X	X
6.	**MARKETING/PROMOTION**	**Social Media (Open to Public)**	**Social Media (Closed Group)**	**Closed Group**	**Word of Mouth**
	UCIPD Security Assessment	X			
	Insurance (depending on nature of event)	X			
7.	**PRICE**	**Free and More than 300 Attendees**	**$1-$10**	**$11-$24**	**$25 or More**
	Cash handling precautions		X	X	X
8.	**CELEBRITY/PUBLIC FIGURE**	**Yes (Nationally Recognized Personality-Performer)**	**No**		
	UCIPD Security Assessment	X			

	Insurance required	X			
9.	**MINORS**	**K-5 Grade**	**6-8 Grade**	**9-12 Grade**	**17 Years Old (Non-Affiliate)**
	Insurance required	X	X	X	X
	Accidental Injury Report Form	X	X	X	X
	Authorization for Consent to Treatment of Minors Form	X	X	X	X
	Emergency Contact Information	X	X	X	X
	Waiver Forms from Parents/Guardians	X	X	X	X
10.	**FOOD**	**Cooking/Open Flames**	**Catered/Delivered**	**Pre-Packaged Only**	**No Food**
	EH&S Food Permit	X			
	EH&S Fire Permit	X	X		
	Insurance	X	From Vendor		
11.	**TRANSPORTATION**	**Personal Vehicles Taking Passengers**	**Private Plane or Boat**	**Personal Vehicles with No Passengers**	**Public Transportation/Commercial Plane**
	Insurance	From Driver	From Owner		
	Valid Driver's License	X			
	DMV Pull and Driver Safety Review	X			
12.	**NON-FOOD VENDORS / OTHER CONSIDERATIONS**	**Bounce House or Other Physical Activities**	**Open Flames, Fireworks, Other Pyrotechnics**	**DJ or Band**	**Donations, Philanthropic Appeals, Etc.**

		Insurance from Vendor	EH&S/Fire Assessment Insurance from Provider	Insurance from Vendor	Cash handling precautions	

J. Event Inquiry and Security Assessment Forms

1. Clients wishing to schedule an event in:

    a. **locations managed by Student Center & Event Services (http://www.conferencecenter.uci.edu/meetings-events/planning-resources/event-venues/)**, complete the relevant form:
        - Event Summary/Inquiry & Planner Meeting Request Form for Students (https://www.surveymonkey.com/r/9T37YCQ)
        - Event Summary/Inquiry & Planner Meeting Request Form for Non-University Users (https://www.surveymonkey.com/r/9X7LJQX).

    b. **any other location on campus**, complete the Event Inquiry and Security Assessment Form (../files/900-15a.pdf) and email it to the Venue Contact.

2. Clients who are unsure which location to reserve or who the Venue Contact is should contact Student Center & Event Services at reserver@exchange.uci.edu (mailto:reserver@exchange.uci.edu) or (949) 824-5252.

K. Facility Use Permit Form

Open a fillable pdf form by clicking **Facility Use Permit Form** (../files/900-15b.pdf).

Email: ucipolicy@uci.edu (mailto:ucipolicy@uci.edu)
Frequently Asked Questions (/about/faqs.php)
Report Broken Links (mailto:ucipolicy@uci.edu?subject=Broken%20link&body=A%20link%20on%20this%20page%20is%20broken%20[INSERT%20URL%20HERE]%20%20%20%20%20%20%20%20%20/%20%20%20%20%20%20%20%20%20%20The%20following%20link%20is%20broken%20[INSERT%20LINK%20HERE])

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