

**University of California, Santa Cruz**

**Major Events Policy**

**November, 2017**

**Policy Sponsor: Division of Student Success**



*\*This policy last updated on November 22, 2017, and must be reviewed every three years henceforth.*

## Policy Statement

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### Policy Statement

This policy applies to all major events hosted by the Division of Student Success (DSS), Colleges, Housing, and Educational Services (CHES), and Office of Physical Education, Recreation and Sports (OPERS). All such major events hosted on any property owned, controlled, or operated by the University of California, Santa Cruz, must adhere to all conditions for approval and execution as stated in this policy. Dances and concerts must meet additional policy provisions as outlined in this policy. This policy is a supplement to, and in case of inconsistency takes precedence over, the stipulations articulated in the [UC Santa Cruz Student Policies and Regulations Handbook](#), as well as any facility regulations and procedures governing use of particular facilities on the campus.

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### Definitions

**Major Events:** Public meetings, performances, rallies, social gatherings, concerts, sporting events and other activities for which one or more of the following conditions apply, as determined by the applicable Sponsor from DSS, CHES, or OPERS:

- 1) The event requires the involvement of more than one campus administrative unit;
- 2) The event affects public safety, or general operations on campus or significantly affects campus services (including service roads or parking);
- 3) The event may interfere with other campus academic or business functions or activities;
- 4) All dances and concerts (regardless of attendance);
- 5) When over 200 individuals are estimated to attend;
- 6) Alcohol is intended to be served; or
- 7) Outdoor amplified sound is requested.

While the presence of any of these conditions (#1-7) automatically means that an event is considered a major event, the following may also be considered:

- a) Breadth of distribution of advertising;
- b) Location/capacity of facility where event is held;
- c) Anticipated ratio of UCSC to non-student participants (e.g. estimated number of students from other institutions, minors, and non-affiliated individuals); or
- d) Time of day or night.

**The University reserves the right to classify any proposed event a Major Event subject to this policy, consistent with the definition set forth above.**

**Sponsor:** A Division of Student Success (DSS), College, Housing, and Educational Services (CHES), or Office of Physical Education, Recreation and Sports (OPERS) administrative unit that accepts responsibility for

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planning, organization, execution, and expenditure of funds for an event. The Sponsor is ultimately responsible for costs associated with the event. The Sponsor assures the collaboration with the Facilities Manager to make sure that all public safety and security concerns are addressed and all applicable laws and university regulations and policies are followed. The Sponsor is responsible for determining whether or not the event is a major event, based on the above criteria. A Sponsor's determination whether an event is a Major Event shall be based only on the above criteria, and will not be based on content or viewpoint anticipated to be expressed during the event.

**Facilities Manager:** A staff member specifically charged by an administrative unit head with the responsibility for scheduling, facilities set up, and management of the facility to insure adherence to university regulations and applicable laws. Before agreeing to a reservation request, the Facilities Manager is responsible for confirming that the Sponsor has satisfied all required university regulations for the event. Reservation approval will be based on the above criteria, and will not be based on content or viewpoint anticipated to be expressed during the event.

**Student/Campus Organization:** An individual student or a Registered Campus Organization wishing to host a major event. A student or campus organization must have the approval of a Sponsor (defined above).

**Effective date** November 22, 2017

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**Who is affected** Any student, student organization and/or unit/department within the Division of Student Success (DSS), Colleges, Housing, and Educational Services (CHES), or Office of Physical Education, Recreation and Sports (OPERS) wishing to host a major event. This policy applies to events to be held in any campus facility or in University owned, controlled or leased properties.

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**Rationale** To provide for proper safety, security and management of major events at the university (facilities and grounds) and to ensure that every major event has the required campus support services needed to adequately host the event and that the event does not impede the academic mission of the campus or daily operations.

This policy operates in conjunction with deadlines, policies and regulations for each campus facility. Facility reservation deadlines and other procedural details may vary among campus facilities. The facility manager or administrator of the requested venue must be consulted before the event to obtain specific details concerning reservation and event procedures.

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Failure to comply with campus regulations and policies pertaining to events, including deadlines in this policy, may result in denial of the sponsor's facility use request.

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**Provisions** General provisions of this policy are contained in the Conditions for Approval and Execution of Major Events and Additional Policies Governing Dances and Concerts below.

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**Violations** Violation of any of these policies, or any university rules and regulations governing use of campus facilities, may result in disciplinary action for students, student organizations or other hosts. Financial responsibility for any costs resulting from violations is detailed below.

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**Consequences of violations** The disciplinary process for individual students and student organizations is outlined in the [UC Santa Cruz Student Policies and Regulations Handbook](#). In the case of a Registered Campus Organization, the consequence of violating this Major Events Policy may include the loss of organizational privileges and/or revocation of organization's registration. The university and its officials also retain the right to terminate an event.

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**Exceptions** Exceptions to any portion of this policy require the approval of the Vice Provost for Student Success or designee, in consultation with the Sponsor, Police, Facilities Manager, and other relevant parties.

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**Contact** Division of Student Success/Dean of Students: 831-459-4446

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**Related policies** [UC Santa Cruz Student Policies and Regulations Handbook](#), as well as any building regulations or procedures governing use of specific university owned or operated facilities.

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## Conditions for Approval and Execution of Major Events

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### Sponsorship

In order for a DSS/CHES/OPERS unit/department to sponsor a major event, the approval of the unit head or authorized designee is required. Approval shall be arranged as follows: (i) by Student Organization Advising and Resources/Student Media/Cultural Arts and Diversity (SOMeCA) for registered student organizations; (ii) by the Office of Physical Education, Recreation and Sports (OPERS) for sports and recreational clubs; and (iii) by the college administrative officer or designee for college organizations. If a different campus unit/department wishes to sponsor an event on behalf of a Registered Campus Organization or the unit/department itself, that unit assumes complete financial and programming responsibility and must make appropriate arrangements as outlined below with facilities management.

NOTE: Sponsorship of events initiated by non-affiliated person(s) or groups requires special attention. In addition to the regular process that all campus events must follow, Sponsors must also follow the process for [university use permits and events](#), the process for [ad hoc events](#), the procedures for OPERS events (if applicable), and, the non-affiliate regulations at Title V Division 10 Chapter 1 Sections 100000 – 100015 (if applicable). This requires sufficient advance planning time to secure appropriate consultation and approval. All monies for the event will be channeled through the Sponsor's account.

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### Requirements

A Sponsor must not approve a major event until the following requirements have been met at least six weeks before the date of the planned event:

- A preliminary reservation has been made with an appropriate facility.
- A budget for the event has been prepared, and the funds required for the event exist in the Sponsor's account.
- The Sponsor has consulted with the Police Department concerning any possible requirements for police staffing coverage for the event. To ensure public safety and security requirements for the proposed event have been assessed by University Police and approved in time, UCSC PD Event Assistance (<https://police.ucsc.edu/services/event.html>) and Event Notification (<https://police.ucsc.edu/PDF/request-for-security.pdf>) forms are completed and submitted. (For a dance or concert, this can be done four instead of six weeks prior.)

A Sponsor or Registered Campus Organization may not release publicity about an event until approval of the proposed event has been confirmed.

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### Insurance

Event insurance must be secured at least ten (10) business days prior to the event.

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**Event Monitors** The Sponsoring entity will be required to ensure there are a minimum of two authorized representatives present during the entire event. These representatives shall act as monitors, to assure compliance with all university regulations during the event. The Sponsor, the facilities manager, or both, may determine that additional monitors are required, depending on the estimated attendance at the event or risk(s) associated with it.

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**Cross Promotion** When promotional literature or other forms of publicity are prepared, they must clearly state the name(s) of the hosting Registered Campus Organization, campus Sponsor(s), and non-affiliate Sponsor(s) (if applicable). Registered campus organizations or others that are not hosts may indicate their support of an event by using words such as: “In association with X”; “endorsed by X”; “X encourages you to attend.”

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**Ticket Sales** Admission charges shall be collected in a manner that complies with Business and Finance Bulletin BUS-49, “[Policy for Cash and Cash Equivalent Received](#).” The number of tickets sold may not exceed the venue capacity established by the Campus Fire Marshal. Advance ticket sales must be coordinated through the Sponsor.

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**Parking** If the Sponsor or Facilities Manager anticipates that attendance at an event will require more than fifteen parking spaces, the Sponsor must notify Transportation and Parking Services at least six weeks in advance of the event by completing and submitting an online [form](#). Transportation and Parking Services may require the Sponsor to pay for parking officers to assist with directing traffic and parking.

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**Notification** The Sponsor must post the event on the [Campus Calendar](#) and notify appropriate campus units about the event, including: the University Police, Campus Fire Marshal, Physical Plant, and Transportation and Parking Services. The Sponsor may require that information regarding private events *not* be distributed to media.

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**Publicity** A Sponsor or Registered Campus Organization may not release publicity about an event until approval of the proposed event has been confirmed. Submit all publicity materials, regardless of format - poster, electronic mail, the Internet, radio (including KZSC), social media, or local newspapers, to the Sponsor prior to publication and at least two weeks prior to the event. The Sponsor will review publicity materials to verify accuracy of event details (date, time, location, etc.) and confirm compliance with UCSC policy, if

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applicable. Publicity must indicate any restrictions on admission and/or parking.

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### **Damages and Cleaning**

The hosting Sponsor is financially responsible for any damages to or for cleaning a university facility or other property, including grounds, that occur as a result of the event. In addition, the Sponsor may be held financially responsible to pay the costs of a) any cleaning charges; b) police officer or staff member who is required to stay longer than the scheduled time-frame; or c) any police officers who may be called to restore order in the event of a disturbance. In deciding whether to assess costs, factors to be considered include, but are not limited to: ticket sales in excess of facility capacity, advertising, negligence, and false or misleading information provided to the Facilities Manager or Sponsor. Billing for (a)-(c) above should occur in a timely fashion. For events hosted by Registered Campus Organizations, SOMeCA will transfer any charges to the hosting campus organization.

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### **Scope**

Events may not interfere with classes or the orderly operation of the campus, and may not unreasonably disturb campus or community residents.

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### **Outdoor Amplified Sound**

The peace and quiet of the campus and adjacent neighborhoods should not be disturbed by the amplified sound from events; California Penal Code 415 concerning disturbance of the peace is enforceable by the University Police Department.

The completion and approval of Appendix A (Request for Outdoor Amplified Sound) is required during the planning stage for the event (minimum 3 weeks in advance of event). The following also apply:

1. Outdoor events with amplified sound must be posted on the [Campus Calendar](#).
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### **Outdoor Amplified Sound**

2. All possible effort must be taken to ensure that the level of amplified sound does not extend beyond the immediate audience.
3. Sound equipment must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. The set should be carefully checked by the Sponsor before the event and monitored during the event by the Sponsor.
4. Outdoor use of amplified sound for non-music events is permitted with prior approval in the areas listed in sections 40.42.g of the [UC Santa Cruz Student Policies and Regulations Handbook](#) and in

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accordance with the conditions specified above. All other areas are by exception only.

5. Outdoor amplification that will extend past 6:00 p.m. should be directed away from the city or nearby residential areas. Outdoor amplification should not extend past 10:00 p.m. unless an exception is approved by the College Administrative Officer and/or Associate College Administrative Officer; or Residential Manager in the (non-college/residential living areas), as applicable, and posted to the [Campus Calendar](#). Generally, exceptions will be granted for Fridays and Saturdays only. In all exception cases, the amplified music may not continue past midnight.
6. If the campus receives a complaint about the noise from either on or off-campus the amplification must be lowered. If a subsequent complaint is received, the music or other noise must cease.
7. No outdoor amplified sound will be allowed during final examination periods without approval of the Vice Provost, Student Success .

Contracts or agreements with performers or musicians should contain a statement that allows the Sponsor to regulate the level of amplified sound. When the sound level is excessive, the Sponsor will take the necessary corrective action, which may include, but is not restricted to, cancellation of the event.

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### **Termination of Event**

Principal Officers, Sponsors, University Police or Facilities Manager reserve the right to terminate any event due to a disturbance of the peace, unlawful activity, violation of university policy, concern for the safety of person or property, or concern for the security and public safety of the university.

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### **Additional Concerns and Prohibited Items**

The Sponsor or Facilities Manager may specify further conditions as necessary. Violation of any of these policies, or any university rules and regulations governing use of campus facilities, may result in disciplinary action for individual students and student organizations, as outlined in the [UC Santa Cruz Student Policies and Regulations Handbook](#).

The following items are prohibited at Major Events without prior approval from the Sponsor and UCSC PD:

Metal pipes  
Baseball or softball bats  
Lengths of lumber or wood (any size)  
Wooden dowels



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Poles  
Bricks  
Rocks  
Glass bottles  
Metal beverage or food cans or containers  
Pepper or bear spray (OC spray)  
Mace  
Knives or daggers  
Firearms  
Shields  
Axes, axe handles, or hatchets  
Ice picks  
Razor blades  
Tasers  
Eggs  
Improvised explosive devices (IEDs)  
Spray cans  
Fire works  
Dynamite  
U-lock bike locks  
Heavy-gauge chain  
Dogs (except for service dogs)  
Skate boards  
Balloons  
Torches, lanterns or other devices that use fire or fuel

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### Additional Policies Governing Dances and Concerts

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**Scheduling Dances** All dances or concerts must be scheduled with the Sponsor, Facilities Manager and Police, at least **six (6)** weeks in advance of the event.

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**Outdoor Amplified Sound** In the case of an outdoor dance or concert, all those who might be affected by the noise of such an event must be notified by (via phone call or email to units) three weeks prior to the event.

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**UCSC Guests** Attendance at dances or concerts is restricted to UCSC students, staff, and faculty. Guests of UCSC may participate as follows:

- a) The Sponsor, in consultation with the Facilities Manager, may also invite students or student groups from other colleges or universities. Each student guest may also be required to sign their name and show their student ID at the entrance to the dance or concert to which they have been invited.
  - b) The Sponsor, in consultation with the Facilities Manager, may also give approval to the hosting Registered Campus Organization to invite non-affiliates.
  - c) The Sponsor, in consultation with the Facilities Manager, may permit each currently enrolled UCSC student to bring a maximum of three non-UCSC guests. The UCSC student host must accompany their guest(s) at all times and are responsible for the behavior of their guests, including violations of the Student Code of Conduct or University policy.
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**Guests of Performers** If performers at the event wish to invite a non-UCSC guest, approval by the Sponsor is required in advance. A written guest list with a maximum of two guests per performer must be provided to the Sponsor four weeks prior to the event.

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**Publicity** Publicity must indicate that student, faculty or staff ID cards are required as well as any other restrictions on admission. All targeted advertising and invitations to groups and individuals from other campuses will clearly state that student ID must be present by all non-UCSC students at all times while on the campus, and that alcohol is prohibited.

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**Security** All dances and concerts must have at least one University Police Officer or Community Safety Officer present (unless determined it is not necessary per

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the Exceptions portion of the Major Events Policy), as well as one staff employee assigned by the Sponsor. The Sponsor must complete and submit UCSC PD Event Assistance (<https://police.ucsc.edu/services/event.html>) and Event Notification (<https://police.ucsc.edu/PDF/request-for-security.pdf>) forms four weeks or more prior to the event. Though every effort will be made to schedule security personnel, if this proves impossible, the dance or concert may be postponed or canceled (in consultation with the Sponsor). University Police will notify the Sponsor before the event if security personnel cannot be on site due to unforeseen circumstances or conflict. Officers are scheduled to work for a minimum of three hours and will typically arrive 15 minutes prior to the start time of the event and leave approximately 15 minutes after the end of the event. Community Safety Officers are scheduled to work for a minimum of four hours and will typically arrive 15 minutes prior to the start time of the event and leave approximately 30 minutes after the end time of the event.

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### **Alcohol Compliance**

Adherence to the [Student Code of Conduct](#), University policy, and to all state and local laws is required. The University reserves the right to refuse admission to or remove from the event any person who is disruptive, intoxicated, disorderly, or jeopardizes public safety.

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### **End Times for Dances**

All dances or concerts must end at the time determined by the Sponsor and Facility Manager. Dances and concerts must end no later than 1:00 a.m. on Fridays and Saturdays, and earlier on other nights in accordance with the quiet hours for that facility.

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### Additional Policies for Major Events Held Off-Campus

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**Policy** Off-campus events require extensive planning and should not be considered except for University-sponsored events. Off-campus major events are subject to the same policies and regulations as on-campus major events, as well as several additional policies regarding security and parking, and other policies specific to the off-campus site. Security and parking are subject to local laws and regulations.

Note: SOMeCA **does not** sponsor off-campus events.

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**Campus Consultation Units** Campus Sponsor is responsible for the care, custody and control of the event. Consultation and forms, if any, must be completed and submitted to the following units no later than eight weeks prior to the off-campus major event. The includes, but is not limited to, the following:

1. Applied Risk Management (insurance required for the facility rental)
  2. Environmental Health and Safety (structural integrity and safety of facility, electrical safety, and food sales)
  3. Campus Fire Marshal (fire safety inspection if recommended by EH&S after their inspection)
  4. Campus Auditor (ticket sales and other sales)
  5. Financial Affairs (facility rental, contracts)
  6. Purchasing (facility rental)
  7. University Relations (public relations and tax deductible gifts)
  8. Contracts and Grants
  9. Staff Human Resources and/or Student Employment (paying University employees and Fair Labor Practices)
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## Appendix A: Outdoor Sound

Date \_\_\_\_\_

### Request for Approval for Outdoor Amplified Sound

1. Name of organization and/or University unit requesting outdoor sound:

\_\_\_\_\_

2. Name and phone number of person authorized to represent organization for this request:

\_\_\_\_\_

3. Name(s) and phone number(s) of person who will be present at the event (with responsibility for monitoring and ensuring compliance - 2 students if an organization):

\_\_\_\_\_

\_\_\_\_\_

4. Day and Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

5. Description of the event:

\_\_\_\_\_

\_\_\_\_\_

6. Names of Speakers and/or Presenters, if any:

\_\_\_\_\_

\_\_\_\_\_

7. Preferred Location (be specific):

\_\_\_\_\_

8. Description of amplification equipment or devices (i.e. types of speakers, number of amplifiers, etc):

\_\_\_\_\_

\_\_\_\_\_

9. Steps to be taken to ensure that the sound amplification will not disturb others:

\_\_\_\_\_

\_\_\_\_\_

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10. Notification (by email or phone, at least three weeks prior to the event) of intended outdoor amplification will be provided to the following: \_\_\_\_\_

\_\_\_\_\_

11. Approval of University representative for affected facilities:

Name of Facilities Manager (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Unit: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Sponsor (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Unit: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Additional Approval (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Unit: \_\_\_\_\_ Position: \_\_\_\_\_