

**BINGHAMTON UNIVERSITY**  
**GUIDELINES FOR SPONSORING CAMPUS EVENTS THAT REQUIRE**  
**EXTRA-ORDINARY SECURITY ARRANGEMENTS**

From time to time campus organizations sponsor events which tend to generate a great deal of controversy within the community. These situations often require special attention, not only from the sponsor, but from the university. These events may create an environment that may threaten the safety of those attending and/or involved.

The following guidelines have been established to handle these types of events. The use of the term speaker in these guidelines refers to all speakers, artists, entertainers or other types of presentations that may require the measures herein specified. Additionally, although an event may not include a form of presentation, the nature of the event itself may be such as to require the implementation of some of the procedures listed below.

Implementation of the guidelines, and other measures deemed necessary, may be recommended by the University Police (and/or other university officials who may have responsibility for the management of events or facilities) to the President of the University. Upon determination by the President that these measures are necessary, the guidelines should be discussed thoroughly with the sponsoring group. A copy of these guidelines should be given to the group well in advance of the event.

**I. AGREEMENT WITH SPEAKER -(must be discussed with the speaker and agreed to prior to the event).**

- A. The speaker or member of the speaker's staff shall not be allowed to have any form of weapon (s) or firearm (s) in their possession.
- B. Prior to each event, the speaker and the speaker's staff must agree to a personal search by the University Police to insure the absence of weapons and/or firearms. This may include the use of metal detection devices.
- C. Before, during, or after the presentation the speaker or any member of the speaker's staff shall not threaten, intimidate, or physically come into contact with any member of the audience or university community.

**II. RESPONSIBILITIES OF SPONSOR**

**A. Scheduling of events**

- 1. All facilities should be reserved through established campus procedures.
- 2. Early in the planning process, the sponsoring organization shall contact the Office of University Communications and Marketing.
- 3. Any small group meetings with the speaker, prior to or following the presentation shall take place in a sponsor's office or scheduled facility to avoid hallway discussions or encounters which may become disruptive.
- 4. The sponsor shall be responsible for providing the appropriate administrative staff with a complete itinerary of the speaker's visit at least ten days prior to the event

5. This should include the speaker's time of arrival on campus, his/her housing arrangements, and a complete schedule of activities including dates, times, and locations for all meetings/ presentations involving the speaker.

The sponsor shall discuss these guidelines and all security arrangements with the University Police at least ten *days* prior to the event. The sponsor will assume the cost of officers, and any special equipment determined by the University Police that is necessary to assist with the event including outside police agencies if required.

- a. In all cases where private or personal security agents will accompany persons appearing on campus, at least one member of the University Police shall be present to ensure compliance with university policy.
  - b. Failure to provide timely notice to the University Police of an event which includes the presence of private or personal security agents, or which may create an environment that threatens the safety of those attending or involved, may result in the cancellation of the event and/or the denial of future access to university facilities by the sponsor, and may result in the sponsor being responsible for the expense of officers necessary to work the event. University Police will then have sole responsibility for security at the event.
6. If deemed necessary, metal detectors will be used to monitor those attending the event. A rental charge for use of the metal detectors and for the officers operating them will be charged to the sponsoring group.
  7. If security for the event will include personal searches, as approved by the University President, notice will be included in publicity for the event.

## B. Control of Event

1. The sponsor shall provide adequate door checkers and ushers for the event or depending on the facility, arrange for this service with the building administrator. These individuals shall be clearly identified by name tags, armbands, or some other visible form of identification. They shall be members of the university community.
2. Prior to the beginning of an event, those members of the sponsoring group responsible for the conduct of the event shall be introduced and identified to the University Police and administrative officers present.
3. Door checkers will insure that no members of the audience or sponsoring organization bring into the facility any placards on sticks, cans, bottles or other types of containers. University Police may assist in this process.
4. If deemed necessary, members of the audience and sponsor group may be prohibited from bringing in to the event book bags, or any other items which may be used as, or conceal weapon and /or firearms.

Should this action be required, the sponsor group shall be responsible for establishing a supervised coat check in close proximity to the event.

Members of the audience are not to be subjected to search by the sponsor. Should this action be deemed necessary and approved by the President of the University, members of the University Police and/or outside police agencies shall provide this service. Any expenses associated with such a search, including that for personnel and equipment shall be charged to the sponsor.

5. Arrangements which are determined to be necessary relative to control of the event (as delineated above) must be clearly posted outside the facility at the time of the event and should be made part of the advance advertising.
6. Ushers shall be responsible for keeping all aisles clear and for following the established guidelines for safety.
7. In the event of severe heckling from members of the audience the following steps will be taken:
  - a. Ushers shall ask the person or persons involved to cease the disruption.
  - b. If this request is not respected, a university staff member will intervene.
  - c. In a final effort to control the disruption, the university staff member may ask for assistance from the University Police. Individuals who fail to respond to these attempts to restore order will be asked to leave the event. Failure to comply may result in campus judicial action under the University Code of Student Conduct and Procedures, arrest, or other appropriate action.
8. At no time shall members of the sponsoring organization, door checkers, ushers, or others enter into physical contact with any member of the audience unless directed to do so by the University Police.

### III. UNIVERSITY EXPECTATIONS

The University has established these guidelines to facilitate the orderly conduct of public events. Both speakers invited to campus, and those in attendance at such events should be able to participate in a free and open exchange of ideas. Behavior that makes it impossible to conduct a scheduled event or threatens the safety of participants will not be permitted.