

BINGHAMTON UNIVERSITY

GUIDELINES FOR SCHEDULING LARGE SCALE EVENTS SPONSORED BY STUDENT ORGANIZATIONS

The purpose of this process is to ensure that organizations using university space are not committing to the sponsorship of an event that the University cannot or will not support.

1. Sponsoring Student Organization chooses an event and contacts appropriate facility manager for scheduling. A list of these facilities and their managers are available in the University Union office [and online](#).
2. The Facility Manager, using whatever process is established for the scheduling of the requested facilities, determines:
 - a. Availability of the facility being requested, and
 - b. Type of management of the activity he/she deems appropriate
 - i. Facility Managed Event - An event that is to be totally planned by the student organization in conjunction with the facility manager or the staff of the facility.
 - ii. University Managed Event — An event that is to be totally planned by the student organization in conjunction with a variety of university departments and coordinated by Campus Activities.
3. If the event being planned includes a performance contract or the submission of a bid for a performer, the facility manager will refer the sponsor to Campus Activities in order to complete a [Request to Bid/Pre-Performance Planning Form](#).
4. A copy of the proposed contract or contract rider associated with the event must *accompany* the pre-performance form.
5. Campus Activities will forward the form and appropriate documents to the University Police Department and to the Facility Manager who will have three business days to respond.
 - a. University Police will determine:
 - i. No — The request cannot be managed
 - ii. Yes — The event can be managed at one of three levels
 1. Minimum Management — No officers are required to staff the event, event staff will supervise in conjunction with facility staff.
 2. Extended Management — Officers will be necessary to be on duty for the duration of the event in addition to event and facility staff.
 3. Extraordinary Management — Event will require several officers, consideration of the use of metal detectors in accordance with university policy, and extensive event staff personnel in addition to facility staff.
 - b. Facility Manager will determine:
 - i. No — The request cannot be managed
 - ii. Yes — The event can be managed at one of three levels:
 1. Minimum Management — The event will not require a great deal of modification to the facility, work orders to be submitted or extended expense for

- the sponsor.
 - 2. Extended Management — The event will require some modification of the facility, the submission of work orders, the hiring of additional building staff, or other activity that will generate some costs for the sponsor.
 - 3. Extraordinary Management — The event will require extensive modification of the facility, the submission of lengthy work orders, the hiring of significant building staff and other activities that will generate significant cost for the sponsor.
6. Following the responses of UPD and the Facility Manager, Campus Activities will submit the accumulated information to the appropriate Student Association Financial Supervisor.

The SA Financial Supervisor will determine:

- a. The event, bid, or contract may be executed.
 - b. The event, bid, or contract should be placed on hold pending further review and consultation
 - c. The event, bid, or contract should not be executed.
8. Upon receipt of a response from the SA Financial Officer, Campus Activities will:
- a. Communicate with sponsor, informing them that:
 - i. The event, bid, or contract is approved
 - ii. The event, bid, or contract requires further consideration
 - iii. The event, bid, or contract cannot be approved.
 - b. Inform the Facility Manger, UPD, and other appropriate departments of the outcome of the request.
 - c. Proceed with the event planning process if the event is to be University Managed
 - d. Send the completed forms to the facility manager if the event is to be Facility Managed.
9. Campus Activities will respond to the student organization request no later than three business days following the submission of the Request to Bid/Pre-Performance Agreement Form.

POLICIES

1. Sponsoring organizations must reserve university facilities in accordance with established policies for the reservation of, and use of, university space.
2. Failure of the sponsoring organization to follow event procedures may lead to cancellation of an event, ending an event prior to the scheduled ending time, denial of the facilities for future events, or special conditions being placed upon the organization and or future events.
3. In accordance with SUNY policy, the University Police Department is the sole provider of police and security services on University property. They will determine the need for either extra services or other security options such as Campus Activities Event Security Staff and Harpur's Ferry participation.
4. The sponsoring organization may not obligate the University to the terms of any contract.

5. The sponsoring organization shall assume all costs related to services, equipment, safety and security of their events.
6. The number of people in attendance at any event may not exceed the capacity of the facility in which the event occurs. This includes all performers, event staff, etc. The capacity may vary depending on conditions such as the presence of tables and chairs, stages, etc. The Environmental Health and Safety Department makes final determinations regarding the allowable capacity for events occurring in University facilities.
7. The facility manager or designee must approve the starting and ending times and duration of all campus events.
8. All event advertising must list the specific safety and security procedures for students and non-students attending the event. No distribution of printed publicity is permitted prior to approval of the facility reservation request and the finalizing of event safety and security arrangements.
9. Facility managers or their designee may require whatever actions necessary to maximize the safety and security of participants and the facility itself.
10. The "[Guidelines for Sponsoring Campus Events Requiring Extraordinary Security Arrangements](#)" may also be implemented for any conferences; lectures, concerts, facility or university managed events if the presence of the group, speaker, performer or performing organization is considered controversial and/or if there is potential risk to the performer(s), those in attendance or to the University community.

GUEST PROCEDURES

The facility manager will determine whether or not guest procedures will be implemented for each event.

1. Current Binghamton University students must show their valid Binghamton University ID card in order to enter the event.
2. Non-students must show acceptable photo ID and be accompanied and sponsored by a current Binghamton University student who will be held responsible for the behavior of their guests. The sponsoring organizations will record the names of the guest and the student host on a guest roster, which will be submitted to the facility manager or designee upon completion of the event. If a student ID from another campus is used, the name of the school and the student ID number will be recorded. If a driver's license is used, the license ID will be recorded.

Each student host must remain at the event for as long as any of his/her guests are in attendance.

4. The facility manager will retain the guest roster for up to two weeks following the event. If the guest list is not needed in the investigation of an incident, the adjudication of judicial case or some other legitimate University purpose, it will be destroyed thereafter.
5. The number of student guests permitted at an event is at the discretion of the facility manager or designee.

DEFINITIONS

Event Type - When a student organization reserves a university facility and/or wishes to bid or contract for a performance, the facility manager determines the "type" of event being proposed. The facility manager will determine the type of event based upon information provided by the sponsoring organization. Either Facility Managed Event or University Managed Event.

University Managed" Large Scale Events - "University Managed" large scale events are defined as dances, parties, concerts, etc. which might take place in the University Union, West Gym, outdoor playing fields, any dining hall, Waters Theater, or the Anderson Center Concert Theater or Chamber Hall. These events require the coordination of several university departments, submission of extensive work orders, and the development of extended security measures.

The decision to designate an event as "University Managed" transfers the planning of the activity from the facility manager to Campus Activities although the facility manager remains an active participant in the planning process. Campus Activities will arrange a meeting or series of meetings between the event organizers, the manager of the facility where the event is planned and other University officials as appropriate (which may include but is not limited to University Police, Physical Facilities, Environmental Health and Safety, etc.). In addition to the procedures outlined above, management of some such events may include a requirement by the University President to utilize some or all of the measures listed in the **"Guidelines for Sponsoring Campus Events Requiring Extraordinary Security Arrangements."**

"Facility Managed" Large Scale Events - "Facility Managed" large-scale events are defined as plays, musical performances, lectures, dance performances, etc. which are intended as entertainment and to which the general public may be invited. Attendance at such events is generally determined by tickets, which correspond to the seated occupancy of the facility. Coordination and event management procedures are determined by the manager of the facility in consultation with the sponsoring organization.

If a facility-managed event requires the execution of a contract, or a bid to contract by the sponsoring organization, the facility manager will refer the group to Campus Activities for completion of the Request to Bid/Pre-Performance Planning form. Upon completion of the pre-performance process Campus Activities will notify the facility manager of the outcome.

BINGHAMTON UNIVERSITY GUIDELINES FOR STUDENT EVENTS THAT REQUIRE EXTRA-ORDINARY SECURITY ARRANGEMENTS

From time to time student 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. 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.
2. Event security staff 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.
3. 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.

4. 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.

5. Ushers shall be responsible for keeping all aisles clear and for following the established guidelines for safety.
6. 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.

