

3341-2-11 Event Management.

Applicability	All University units
Responsible Unit	Office of Campus Activities
Policy Administrator	Associate Dean of Students

(A) Policy Statement and Purpose

The purpose is to articulate that registered student organizations must plan for and procure appropriate security for events they are implementing on campus.

(B) Policy

- (1) Events planned and/or sponsored by BGSU student organizations enrich the lives and interests of all community members. A major responsibility of sponsoring organizations is to ensure that all appropriate safety and liability precautions (e.g., participant liability waivers, additional liability insurance coverage, individual background checks, etc.) have been incorporated into the planning and implementation of their events. Generally, paid security is required at large-scale events or events that may lead to the disruption of the university environment. Examples include events where alcohol is available, events with non-BGSU students in attendance, events occurring during late evening hours, events open to the campus community, or events with a history of large attendance.
- (2) All student organizations sponsoring an event on campus grounds or within a campus facility must adhere to the following:
 - (a) The event must be registered with the Office of Campus Activities, 401 Bowen-Thompson Student Union, and the event space must be scheduled with the Office of Conference & Event Services.

- (b) The sponsoring organization(s) must be in conduct and financial good-standing with the university in order to host an event.
- (c) The sponsoring organization must have a minimum of three members of the organization's leadership group present for the duration of the event. The Office of Campus Activities may also require the presence of the sponsoring organization's advisor.
- (d) The sponsoring organization must designate members to serve as event staff for the duration of the event. These individuals must be clearly identifiable as event staff.
- (e) If the Office of Campus Activities, in consultation with the BGSU Police Department, determines paid security is needed, the sponsoring organization must contract for it with the BGSU Police Department.
- (f) The sponsoring organization is responsible for the cost of repairing or replacing all damages, including but not limited to furniture repair or replacement, extra custodial services, and structural damages to the premises as a result of the event.
- (g) Temporary structures:
 - (i) No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
 - (ii) May have no more than three (3) closed sides,
 - (iii) May not house generators, space heaters or cooking equipment, and
 - (iv) Must comply with all State of Ohio Codes.
- (h) Personal property must be attended at all times.

- (i) Alcohol is prohibited at events unless approved prior to the event and then may only be consumed in designated areas.
 - (j) Inappropriate behavior including, but not limited to, the consumption or possession of alcohol and illegal drugs, fighting and other violent behavior will not be tolerated and the continuation of the event will be at the discretion of university Police, facility managers, university staff, or the sponsoring organization in that order. Inappropriate behaviors will be investigated and adjudicated under the Code of Student Conduct and/or the laws of the State of Ohio.
 - (k) Marketing and entry tickets shall include standard language, as applicable, concerning: ID requirements, expectations concerning re-entry, processes regarding refunds, and protocols concerning having a BGSU student host to enter. The exact language will be created by the Office of Campus Activities during the review meeting based upon specific logistical components of the event.
 - (l) In addition to fire code restrictions, the Office of Campus Activities will determine the maximum number of participants permitted for events. This decision will be made will be based upon several factors, included but not limited to: location, time, nature of the event, and past history.
 - (m) Registered student organizations and approved non-university organizations and groups may use university utilities and facilities only with prior approval.
- (3) Failure to adhere to the expectations, procedures and protocols outlined by the Office of Campus Activities may result in the event being cancelled or postponed.
- (4) All student organizations sponsoring a Late Night Event, which is defined as any indoor or outdoor event that conclude after midnight, must also adhere to the following:

- (a) Late night events must end by 1 a.m. unless approved as an overnight event by the Late Night Review Committee.
 - (b) Overnight events may not exceed 8 days and 7 nights in any one semester including adjacent break periods.
 - (c) Non-BGSU student attendees must be eighteen years of age or older, have a valid government-issued photo ID, and be accompanied by a BGSU student host who will sign in the guest and assume responsibility for the guest's behavior. Each BGSU student may only host one non-BGSU student during any late night event.
- (5) Appeals concerning this policy must be made in writing to the Dean of Students or designee, 301 Bowen-Thompson Student Union. The decision of the Dean of Students is final.

Registered Date: March 12, 2015

Amended Date: September 15, 2016