**Large Event Policy for**

**Sponsored Student Organizations UPPS No. 08.01.17**

**Issue No. 1**

**Effective Date: 10/01/2020**

**Next Review Date: 09/01/2023 (E3Y)**

**Senior Reviewer: Director, LBJ Student Center**

1. **POLICY STATEMENT**

01.01 The purpose of this document is to establish policies, priorities, regulations, and responsibilities for holding large, sponsored student organization events of 100 or more attendees at indoor and outdoor locations on the campuses of Texas State University.

1. **DEFINITIONS**

02.01 Large Event – event hosted by a sponsored organization that includes 100 or more attendees.

02.02 Reservable Event Indoor Spaces – may include: the LBJ Student Center, Campus Recreation, academic buildings, auditoriums, Performing Arts spaces, and Athletic facilities.

02.03 Reservable Event Outdoor Spaces – may include the LBJ Amphitheater, LBJ Student Center Mall, the Quad, Bobcat Trail, Athletic fields, Sewell Park, University Camp, Round Rock mall, and parking lots.

02.04 Designated Event Supervisor – Each sponsored student organization must identify an organization leader who is responsible for the actions of the organization.

1. **PROCEDURES FOR HOLDING LARGE EVENTS**

03.01 A reservation request must be submitted to the university department in charge of the venue, no less than 10 business days prior to the event. This allows adequate time to schedule University Police Department (UPD) officers and facilities event management staff to be scheduled. Reservation request deadlines may vary by location.

03.02 Sponsored student organizations may apply for financial assistance to help with the cost of their event. The Student Organizations Council (SOC) Funding Request [form](https://soc.lbjsc.txstate.edu/organization-resources/Organization-Funding.html) should be submitted according to the SOC guidelines. SOC is responsible for deciding how much, if any, funds may be allocated to a sponsored student organization for their event.

03.03 Upon submitting the reservation request for the event, the sponsored student organization’s designated event supervisor must meet with the Event Management staff, or academic department administration, and a representative from UPD by 5:00 p.m. on the Monday prior to the event to review guidelines and procedures and to determine the required number of security personnel needed for the event. If this meeting does not take place, the event may be cancelled. The sponsored organization’s designated event supervisor should be identified at this meeting.

03.04 The reserving party must confirm its reservation by 5:00 p.m. on the Monday prior to the scheduled event. If the sponsored student organization does not confirm the reservation by that time, the event will be cancelled. Cancellation fees may apply.

03.05 At large events, indoor and outdoor, the designated event supervisor will attend the function from start to end. Each venue will identify the facility’s event coordinator that is also required to be present during the event. The designated event supervisor and facility’s event coordinator will work with UPD to ensure compliance with university policies and the laws of the state of Texas. Facility administration will have discretion in determining the number of staff required based on event history, crowd size, type of event, and location.

03.06 At the beginning of the event, the sponsored student organization’s designated event supervisor, UPD officers working the event, and the facility’s event coordinator will meet and review the plan discussed at the pre-event meeting for managing the event.

03.07 The number of attendees at an event will not exceed the stated room occupancy of the space, as determined at the pre-event meeting. A violation of this policy may result in the suspension of future use of the reservable spaces both indoor and outdoor.

03.08 The re-entry policy will be previously agreed up and posted for display at the event.

03.09 Entry to large events will close one half hour before the scheduled ending time.

03.10 All attendees must vacate the event facility (or location) at the scheduled close of the event. The designated event supervisor and designated members of the sponsored organization’s leadership group must immediately turn on the lights, cease all activities, clear the reserved space and surrounding area of all guests, and clean up the facility and the surrounding area as needed. The facility (or location) must be vacated no later than 30 minutes after closing. Operating hours vary by location.

03.11 Appropriate security staffing levels for large events will be determined by UPD at the pre-event meeting. The appropriate staffing level is determined by factors such as event history, crowd size, type of event, location, and alcohol service.

03.12 For information on reasonable accommodations for persons with disabilities, refer to Section 03.20 of [UPPS No. 07.11.01](https://policies.txstate.edu/university-policies/07-11-01.html), Disability Services for Students.

03.13 All university health and safety policies must be adhered to during the event.

1. **RESPONSIBILITIES OF SPONSORING PARTY**

04.01 The sponsored student organization is required to have the designated event supervisor and designated members of the sponsored student organization’s leadership group present for the duration of the event.

04.02 The sponsored student organization is responsible for checking identification of everyone in attendance at the event. Students enrolled at Texas State or another university must show a valid college picture identification to be admitted into the event. Individuals not enrolled at a college or university must show picture identification (i.e., driver’s license or military ID).

04.03 During the event, the designated event supervisor and designated members of the sponsored student organization will work with UPD to control the entry points and ensure that the event is progressing smoothly. At the end of the event, members of the sponsored student organization are expected to assist in moving attendees out of the facility and closing the event.

04.04 The sponsored student organization is responsible for regularly assessing the status of the event and ensuring all rules and regulations are followed.

04.05 The sponsored student organization may be held accountable by Student Involvement for organization conduct adjudication and student conduct, or by UPD for any damages, fighting, or inappropriate behavior caused by guests. The UPD supervisor will have the authority to end the event should an altercation or crime occur that endangers the safety of the attendees. If this were to occur, the designated event supervisor and designated members of the sponsored student organization must immediately turn on the lights, cease all activities, and clear the reserved space and the immediate surroundings.

04.06 Facility administration may charge student organizations for additional custodial staff or repairs if damages occur during the event.

1. **VIOLATIONS**

05.01 Failure to comply with these policies or other on-campus facility policies may result in the following:

* 1. Sponsored student organizations may be forwarded to Student Involvement for organization conduct adjudication, per [SS/PPS No. 07.06](https://policies.txstate.edu/division-policies/student-affairs/07-06.html), Student Organization Disciplinary Procedures.
	2. Individuals may be referred to the dean of Students’ Student Conduct and Community Standards Office for [Code of Student Conduct](https://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct.html) violations.
1. **REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

Director, LBJ Student Center March 1 E3Y

Director, University Police Department March 1 E3Y

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, LBJ Student Center; senior reviewer of this PPS

Associate Vice President for Student Success and Dean of Students

Vice President for Student Success

President