

REG 04.05.02
UNC Pembroke Event Coverage Regulation

Authority: Vice Chancellor for Student Affairs

History:

- First Issued: January 2008
- Revised: January 2013
- Revised: October 5, 2017
- Last Revised: November 4, 2019

Related Policies:

- [POL 07.25.01 – Facilities Use Policy](#)
- [POL 04.05.01 – Free Speech Event Policy](#)
- [POL 04.05.03 - Tailgating Policy](#)
- [POL 03.00.02 - Alcohol Use at University Events](#)
- [REG 11.25.04 - Quiet Hours in Student Housing Regulation](#)

Additional References:

- [UNC Pembroke Code of Conduct](#)
- [UNC Pembroke REG 11.30.03 – Student Conduct Disciplinary Procedures](#)
- [Facilities Reservation System](#)
- [Noise Ordinance for the Town of Pembroke Chapter 9: Article IX: Noise](#)
- [Occupational Safety and Health Administration Standard 29 CFR 1910.95 \(Occupational Noise Exposure\)](#)

Contact Information: Director of University Center and Programs, 910-521-6584

1. INTRODUCTION

1.1 It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success.

2. GENERAL GUIDELINES

2.1 The following guidelines apply to all affiliated, unaffiliated, and sponsored unaffiliated groups hosting events on campus.

2.1.1 The university reserves the right to implement special requirements or conditions not specifically outlined in this regulation due to safety concerns or liability issues.

2.1.2 The event contact or facility manager must request extra security through Police and Public Safety Department for events believed to warrant extra security.

2.1.3 Arrangements, including all associated costs, for extra security are the responsibility of the event contact.

2.2 The level of security required for an event will be determined by the critical risk factors referenced in Section 3 below. Additional factors may also be considered as deemed pertinent by administration and campus safety personnel, including the level of potential risk to the safety and well-being of participants, staff, and community members.

2.3 Metal detection may be required for any event, if deemed necessary by the appropriate scheduling office and/or university police. The event contact will be responsible for all associated costs.

2.4 University police, the event contact and/or the facility manager have the right to cancel any event at any time if deemed unsafe.

2.5 Events require the presence of the event contact or designee at least one-half hour prior to the events scheduled start time and must remain until the crowd disperses.

2.6 The Reserving Organization must ensure compliance to the guidelines stated in this regulation, as well as any and all university policies related to event management. Reserving organizations are determined by the Facility Use policy, which specifies three types of groups 1) Affiliated groups (i.e. Student Organizations) 2) Sponsored Unaffiliated Groups), and 3) Unaffiliated Groups.

2.7 Affiliated groups (i.e. Student Organizations) and Sponsored Unaffiliated Groups. Events that meet critical risk factor criteria as referenced in Section 3 require, in addition to the event contact, a faculty/staff advisor present at least one-half hour prior to the events scheduled start time and must remain until the crowd disperses.

2.7.1 The event may not start until the event contact and the faculty/staff advisor is present.

2.7.2 If the event contact and/or the faculty/staff advisor does not show, the event will be cancelled.

2.7.3 If either the event contact or the faculty/staff advisor leaves before the event is over, the event will be stopped by university police, the facility manager, or other student affairs staff.

2.7.4 For student organizations, if the event contact or faculty/staff advisor/member is unable to attend an event, the student organization is responsible for finding a UNCP faculty/staff member to attend the event or the event must be rescheduled. This substitution requires the approval of the facility manager.

2.7.5. Failure to comply with specific provisions as outlined in this regulation may result in the student organization being subject to the UNC Pembroke Student [Code of Conduct](#) and [university judicial process](#). Sanctions may include, but are not limited to, organizational discipline, financial repayment of damages, and suspended use of specific university facilities.

2.8 Unaffiliated Groups. Unaffiliated groups must comply with guidelines outlined in the Facility

Use Policy.

2.9. Requests for exceptions to any aspect of this regulation must be submitted in writing to the vice chancellor for student affairs at least 30 days prior to the event for review by the facility manager. Requests will receive a written response within 10 business days of the date of receipt.

3. CRITICAL RISK FACTORS FOR EVENTS

3.1 University police are required for all events held on campus that are considered to present a greater risk to the campus community. Some events with critical risk factors will be required to provide University police, regardless of attendance. Those events will have any or all of the following critical risk factors:

3.1.1. Held at, or continues after 11:00 pm;

3.1.2. Money is exchanged (tickets, admission or a donation)

3.1.3. Events with 150 people or more

3.1.4. Events open to the general public

3.2 These critical risk factors may apply at all campus locations. Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures as determined by the university police, facility manager(s) and/or the appropriate vice chancellor for the facility.

4. NOISE AND AMPLIFIED SOUND

4.1 All meetings, events and programs should be conducted in such a manner as not to produce excessive noise that may disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities or other essential university processes.

4.1.1 Events occurring on campus with amplified sound may not exceed 115 decibels. However, an event coordinator may be asked to reduce sound levels if complaint(s) are received regarding the noise level or the noise level disrupts or interferes with classes, meetings, ceremonies, scheduled activities, educational activities or other essential university processes.

4.1.2 A University police/safety officer will perform all measurement of sound utilizing a standard sound level meter taken 1 meter from the speaker.

4.2 All amplified sound must comply with the [Town of Pembroke's Noise Ordinance](#). In addition to the person operating or allowing the operation of sound amplification equipment in violation of this subsection, the event contact is responsible for any fines or penalties assessed for violations of the Town's ordinance.

4.3 Sound levels at events may not be such to create an adverse exposure to employees as determined by Occupational Safety and Health Administration Standard [29 CFR 1910.95](#) when measured with a standard sound level meter.

4.4 All music groups, DJ's, and music selections must be approved by the event contact, faculty/staff advisor responsible for the event.

4.5 Amplified sound may not be used at an outdoor event when the day falls immediately before major common exams.

4.6 Amplified sound at indoor or outdoor events is not authorized in an area that has established quiet hours as outlined by other university policy, regulation, and handbook or operating procedure.

4.7 Complaints regarding excessive noise at an event may be registered by calling UNCP Police and Public Safety at (910) 521-6235. Once informed, UNCP Police and Public Safety will issue one warning to the event contact to reduce the volume within acceptable limits. Further complaints may result in the discontinuation of events and citing of the violator in accordance with university policy, state law or local ordinance.