

REG 04.05.02
UNC Pembroke Event Coverage Regulation

Authority: Vice Chancellor for Student Affairs

History:

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

Related Policies:

- [UNC Pembroke POL 07.25.01 – Facilities Use Policy for External Groups](#)

Additional References:

- [UNC Pembroke Code of Conduct](#)
- [UNC Pembroke REG 11.30.03 – Student Conduct Disciplinary Procedures](#)
- [UNC Pembroke POL 04.05.01 – Free Speech Event Policy](#)
- [Facilities Reservation System](#)

Contact Information: Senior 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 internal and external organizations/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 may request extra security through university police 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 safety is a concern.

2.5 Events require the presence of the event contact or designee at least one-half hour before the event 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 university affiliation as 1) Student Organization, 2) Internal Group, or 3) External Group.

2.6.a Student Organizations. 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 before the event and must remain until the crowd disperses.

2.6.b Internal Groups. Events that meet critical risk factor criteria as referenced in Section 3 require, in addition to the event contact, a faculty/staff member present at least one-half hour before the event and must remain until the crowd disperses.

2.6.c External Groups. External groups must comply with guidelines outlined in the Facility Use Policy for External Groups.

2.7 All event contacts, as well as Internal Groups and Student Organizations hosting events that meet critical risk factors, must adhere to the following:

2.7.a Event contacts and faculty/staff advisors/members should arrive at least one-half hour before the event and must remain until the crowd disperses.

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

2.7.c If the event contact and the faculty/staff advisor/member does not show, the event will be cancelled.

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

2.7.e 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 supervisor.

2.8. 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.

2.9. 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 SPONSORED EVENTS

3.1 Campus security officers 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 police officers, regardless of attendance. Those events will have any or all of the following critical risk factors:

3.1.a. Held at, or continues until any time after 11:00 pm;

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

3.1.c. Events with 150 people or more

3.1.d. 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.