

EVENT COVERAGE POLICY FOR UNCP CLUBS/ORGANIZATIONS

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. The following guidelines must be followed for a club/organization when hosting events on campus:

- The University reserves the right to implement special requirements or conditions not specifically outlined in this policy due to safety concerns or liability issues. In addition, the advisor or Student Affairs staff may request extra security through University Police for events they believe warrant extra security. Arrangements, including all associated costs, for extra security are the responsibility of the student organization. The level of security required for an event will be primarily determined by the following: type and time of event; location; expected attendance; whether the event is closed or open to the public; entry fee; and the expected level of potential risk to the safety and well being of participants, staff, and community members. Additional factors may also be considered as deemed pertinent by administration and campus safety personnel.
- Metal detection **may be required** for any non-seated, general admission, or open to the public events. It may also be required for other events if deemed necessary by the appropriate scheduling office and/or University Police. The event sponsor will be responsible for all associated costs. University Police and Student Affairs staff has the right to cancel any event at any time if safety is a concern. Any security risk event **will be** monitored by University personnel.
- The faculty/staff advisor's role is to advise student organizations in the planning and successful implementation of their major events, etc.; to work with the students to coordinate all aspects of the event from beginning to end; and to be a dependable resource for them. Events that are held in open areas (UC Lounge, UC Annex, or outdoor venues) require the presence of the student organization's faculty/staff advisor regardless of the size of the event. The advisor's presence provides additional support and perspective. The advisor must be present for the event in its entirety. Advisors should arrive at least one-half hour before the event and must remain until the crowd

disperses. The event may not start until the advisor is present. If the advisor does not show up, the event will be cancelled. If the advisor leaves before the event is over, the event will be stopped by University Police, the facility manager, or other Student Affairs staff. If the faculty/staff advisor is unable to attend an event, the student organization is responsible for finding a Student Affairs staff member to attend the event or the event must be rescheduled.

Failure to comply with specific provisions as outlined in this policy may result in the organization being subject to UNCP's designated judicial process. Sanctions may include, but are not limited to, organizational discipline, financial repayment of damages, and suspended use of specific University facilities.

Requests for exceptions to any aspect of this policy 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.