**Towson University Outdoor Events Guidelines**

**The purpose of this document is to create safe and equitable Outdoor Event Guidelines that apply to all events that are planned in outdoor programmable spaces across the Towson University campus. This document will apply to any and all Outdoor Events whether it is organized by Students, Faculty, Staff or External Clients. External client events may have additional contractual obligations/requirements and will need to have a fully executed contract before proceeding. These guidelines will be applicable to any event that is reserved through ECS. NCAA Athletic competitions, Division 1/Tier 5 sporting event managed by the Campus Recreation Department, and intramural sports are not restricted by these guidelines. The Towson University Tailgating Policy will supersede these guidelines.**

**Definitions:**
Flow Event: An event where attendees move throughout the event area for a short period of time. An event that may take place through multiple areas/spaces.

Social Event: An event in a defined location where attendees are gathering for an extended period of time with the intent to socialize and interact among attendees.

**Lower-Risk Events**
Outdoor events that consist of no external guests will be treated as a low-risk event.

Other factors may increase the low-risk event into the Complex event category.

All outdoor events, with the exception of Signature TU Events (i.e. Homecoming, Family Weekend, Tigerfest, Welcome to TU), will be limited to a 4 hours event time with 1 hour set up and 1 hour breakdown.
- Flow Event: TU Students, Faculty, and Staff only**, ending before 5:00pm.**
- Flow Event: TU Students, Faculty, and Staff only, **ending after 5:00pm**.
- Social Event **under 200**: TU Students, Faculty, and Staff only, **ending before 5:00pm.**
- Social Event **under 200**: TU Students, Faculty, and Staff only, **ending after 5:00pm.**
- Social Event **over 200**: TU Students, Faculty, and Staff only, **ending before 5:00pm.**
    o Event Manager, TU Advisor (or TU staff) onsite during of the event
- Social Event **over 200**: TU Students, Faculty, and Staff only, **ending after 5:00pm.**
    o Event Manager, TU Advisor (or TU staff) 1 additional TU Student Affairs Professional Staff onsite for the duration of the event.

**Higher-Risk Events**
Outdoor Events **with external guests**, will automatically follow the Outdoor Complex Event Guidelines. All outdoor events, with the exception of Signature TU Events (i.e. Homecoming, Family Weekend, Tigerfest, Welcome to TU), will be limited to a 4 hours event time with 1 hour set up and 1 hour breakdown.

Other factors may increase the staffing requirements for your event.

- Flow Event: TU Students & external guest, **ending before 5:00pm**.
- Flow Event: TU Students, Faculty, and Staff & external guest, **ending after 5:00pm**.
    o Event Manager or TU Advisor (or TU staff), onsite for the duration of the event.
- Social Event **Under 200**: TU Students, Faculty, and Staff & external guest, **ending before 5:00pm.**
    o Event Manager or TU Advisor (or TU staff), onsite during the event
- Social Event **Under 200**: TU Students, Faculty, and Staff & external guest, **ending after 5:00pm.**
    o Event Manager or TU Advisor (or TU staff), onsite during the event
- Social Event **Over 200 - 500**: TU Students, Faculty, and Staff & external guest ending **before 5:00pm**.
    o Maximum attendance of 500
    o Event Manager onsite for the duration of the event

- o TU Advisor (or TU staff) onsite for the duration of the event
- Social Event **Over 500 - 1000**: TU Students, Faculty, and Staff & external guest ending **before 5:00pm**.
  - o Maximum attendance of 1000
  - o Event Manager, TU Advisor (or TU staff), 1 additional TU Student Affairs Professional Staff onsite for the duration of the event.
  - o Crowd Control Staffing to be hired by Event Manager: Crowd Roamers = 4 SAFE, SAFE Supervisor, May vary depending on location.
  - o 1 Paramedic to be hired by Event Manager
- Social Event **Over 200**: TU Students, Faculty, and Staff & external guest **ending after 5:00pm**.
  - o Maximum attendance of 1000
  - o Defined event space with specific entry point and exits
  - o May require ticketing prior to event start date
  - o May restrict reentry
  - o Event Manager, TU Advisor (or TU staff), 1 additional TU Student Affairs Professional Staff onsite for the duration of the event.
  - o Crowd Control Staffing to be hired by Event Manager: Bagcheck = 2 SAFE, Wanding = 2 SAFE, Crowd Roamers = 2 SAFE, Perimeter monitors = 4 SAFE, SAFE Supervisor, 2 DPS Officers. May vary depending on location.
  - o 1 Paramedic to be hired by Event Manager
- Social Event **Over 1000**, TU Employees, TU Students & external guest
  - o Department sponsored, co-sponsored or hosted
  - o Defined event space with specific entry point and exits
  - o Ticketing prior to event start date
  - o May restrict reentry
  - o Event Manager, TU Advisor (or TU staff), 1 additional TU Student Affairs Professional Staff onsite for the duration of the event.
  - o Crowd Control Staffing to be hired by Event Manager: Bagcheck = 3 SAFE, Wanding = 4 SAFE, Crowd Roamers = 2 SAFE, Perimeter monitors = 4 SAFE, 2 SAFE Supervisor, 2 DPS Officers.  May vary depending on location.
  - o 1 Paramedic to be hired by Event Manager

Each student organization is permitted **one** "Outdoor Complex Event" per semester. Requests will be scheduled on a first-come, first-served basis.

Weekends with scheduled home football games and major campus wide events like Signature TU Events (i.e. Homecoming, Family Weekend, Tigerfest, Welcome to TU), may limit the availability for groups to host events on campus.

<center>**Responsibilities for Outdoor Complex Events**</center>

**Student Organization**
- Identify student(s) in charge of the event
- Identify student(s) who will serve as liaison(s) working in close collaboration with the Event Manager and will also assist Event Manager with addressing concerns as needed
- Student organization must have their advisor sign an approval form before their first meeting with ECS to begin planning the event. This may be completed either by paper, or digitally via Involved@TU.

**Event Manager**
The Event Manager meets with student organization leaders to:
- Plan the event with the student organization representative and possibly the student org advisor to outline university standards while reviewing the event checklist
- Ensure the fire permit form (if needed) has been submitted 10 days prior to event

- Ensure a food waiver (if needed) has been submitted 10 days prior to event
- Identify & discuss with the group when estimated attendance is not consistent with previous years
- Ensure staffing is in place (as needed) as per university standards including sound monitor
- Ensure a BBQ form has been submitted and a person certified to safely light the propane grill will be in attendance at the event
- Outline costs pertaining to the student organization, have cost approved by SGA

The Event Manager works with the crowd control vendor (SAFE Management) (when required based on university standards) to:
- Position staff around the perimeter
- Position staff inside the main event
- Position staff at entry points for bag-checking and wanding

The Event Manager works with the Advisor (or TU staff) to:
- Work with student organization leaders to address issues and focus on having a successful event
- Enforce sound volume or decibel levels (sound monitor will be present as needed)

**Sound Monitor**
- An ECS Event Staff will be on site whenever there is amplified sound at an event. A Sound Monitor is requested by the Event Manager.
- Prior to the start of the event, the Sound Monitor should work with the group and DJ to ensure all decibel levels are within University standards
- During the event, the Sound Monitor will ensure that the sound levels stay within the standards, and will notify the DJ or group if the volume needs to be adjusted
- The Sound Monitor will be provided with the Event Manager's phone number to call if there are issues with the group or DJ complying with the sound standards
- Please refer to the Towson University Time, Place, and Manner Policy for decibel level guidelines.

**TU Advisor (or TU staff)**
The TU Advisor or TU staff is the key liaison between the Event Manager and the student organization as they will always have closest relationship with the student group.

The TU Advisor (or TU staff) works with the Event Manager to:
- Discuss event details by meeting prior to the event
- Address issues and focus on having a successful event
- Enforce sound volume or decibel levels (sound monitor will be present as needed)

**Department of Public Safety (DPS)**
- DPS provide Just In Time training for crowd control vendor on security and compliance issues. (Active Assailant, Clery, Title IX, etc.)
- Briefing location and time to be identified by ECS staff when event is approved/scheduled
- DPS will provide the crowd control vendor supervisor(s) with a radio for communication with the dispatch center.
- Staffing by DPS will be sufficient to address safety issues if/when required to intervene in support of ECS Manager during higher risk events
  - Minimum of two officers.
- In the unlikely event of a serious emergency DPS will assume tactical control of the event in order to preserve life, prevent serious injury, or substantial damage to university property.
- DPS will act as an advisor to ECS and student liaisons to support their decision regarding ending an event.
  - Excepting an emergency threatening life, serious injury, or substantial damage to university property

**Crowd Control Vendor (SAFE Management)**

Event Security / Crowd-Management Personnel

- Event Security / Crowd-Management Personnel will be positioned within the event site and in surrounding areas for crowd control and maintaining order. Security shall perform the following duties:
- Control patron access at the event site and, at the discretion the University Event Manager, deny access to patrons, who, on the basis of their behavior, are intoxicated, impaired, or could be a threat to themselves or others
- Conduct visual checks of all patrons. This includes coats and jackets, backpacks, gym bags, handbags, and other hand-carried items. Metal-detection checks will be conducted until successful screening occurs or the guest will not be permitted entry into the event.
- Control disorderly or disruptive incidents. At the discretion of the University Event Manager, patrons in such circumstances may be ejected from the event or the facility
- Clear the event site of all patrons in a reasonable, orderly manner at the conclusion of the event
- May <u>not</u> use force except for self-defense or to protect the individual or others from injury or harm unless attempting to administer first aid.
- May <u>not</u> administer first aid unless trained to do so, and then will not deliver treatment beyond their training
- Provide excellent customer service.

Supervisor / Manager

The Supervisor / Manager shall perform the following duties:

- Evaluate and assign available personnel according to individual strengths and abilities
- Attend day of event briefings and debriefings
- Provide substantive input regarding staff management
- Report to the event site earlier than other event personnel. Time will be determined by the University Event Manager and indicated on the staffing request
- Communicate with Contractor's staff
- Act as the liaison between Contractor's staff and the University Event Manager
- May <u>not</u> use force except for self-defense or to protect the individual or others from injury or harm unless attempting to administer first aid
- May <u>not</u> administer first aid unless trained to do so, and then will not deliver treatment beyond their training

**Paramedic**

- Designated first responder in the event of a medical emergency.

<center>**Procedures for Ending an Event Prior to Scheduled End Time**</center>

**How to End an Event**

- Recognize that there is a problem
- Discuss the problem with the group sponsoring the event
- Have the group handle the issue with the attendee(s)
- Have the DJ or Master/Mistress of Ceremonies give one warning to stop the activity (or event will be shut-down)
- Inform DPS about the issue before shutting-down
- Once DPS arrives, the Event Manager, DPS Supervisor, and the liaison(s) coordinate the shut-down process – including turning off music and turning on lights
- Complete an event summary documenting everything that happened and why the event ended earlier than schedule. Send the summary via e-mail to Director of ECS, Associate Director of ECS, ECS Event Manager, AVP of Campus Life, Chief of Police, Coordinator of Student Organizations, Director of Student Activities and or Greek Life, Group Advisor.

**Reasons to Turn-Off Power to Amplification System (after ONE Warning)**

January 5, 2022

- Attendees are drinking alcohol (when not permitted)
- Attendees are smoking
- Attendees are using drugs
- Attendees are dancing on tables
- DJ is not following the instructions of the Sound Monitor

**Reasons to End an Event**
- Physical or verbal altercation
- Does not end on time
- Attendees are drinking alcohol (when not permitted)
- Attendees are smoking
- Attendees are using drugs
- Attendees are using a drone
- Attendees are dancing on tables

**<u>See Supporting Documents</u>**
Amplified Music Guidelines Core of Campus Revised 7.26.2016
Fire Permit
Outdoor Complex Events Complicating Risk Factors
Outdoor Complex Events Guidelines Flow Chart
Student Guide for Planning Events
Table of Event Types
Time, Place and Manner Policy
Walk / Run Procedure

| Outdoor Programming Spaces | |
|---|---|
| Burdick Fields | Paws Lawn / Paws Pavilion |
| Cook Beach | Prettyman / Scarborough Lawn |
| Dunn Terrace | SECU Plaza |
| Freedom Square | Speakers Circle |
| Glen Esk Lawn | Sports Campus Fields |
| Glen Woods / Picnic | Stephen's Hall Lawn |
| Media Center Lawn | Tiger Plaza |
| Miracle Mile Bridge | Towsontown Field |
| Newell Field | Towsontown Garage |
|  | Under the Lecture Hall |
| Lot 1 (*Previously Lot17) | Union Garage |
| Lot 4 (*Previously Lot 13) | Unitas Track |
| Lot 5 (*Previously Lot 14) | Various Table Locations for Walks/Runs |
| Lot 7 (*Previously Lot 20) | Ward West Lawn |
| Lot 8 (*Previously Lot 21) | WVC Lawn |
|  |  |
| * Additional parking services charges will apply in addition to possible ECS charges | |
| "Other location may be reserved but must first be approved by the Presidents Council." | |