The purpose of this policy is to create safe and equitable guidelines that apply to events that are planned for indoor programmable spaces across the Towson University campus. This document will apply to any and all Events 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 Event & Conference Services and are to be used in conjunction with room capacities. These guidelines should be implemented for all indoor events on TU's campus.

These guidelines do not restrict NCAA athletic competitions, Division 1/Tier 5 sporting events managed by TU Campus Recreation, or intramural sports.

TU Signature Events (i.e. Homecoming, Family Weekend, Tigerfest, Welcome to TU) **may be exempt from these guidelines.**

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

Crowd Management and Safety Requirements

1. Events with 250 and below, ending before 11 p.m.
    a. Organization is responsible for crowd management
2. Events with 251-500, ending before 10 p.m.
    a. Maximum attendance of 500
    b. May require ticketing/wrist-banding prior to event start date
    c. Event Manager onsite during the event
    d. No bag check and wanding required, but available at the discretion of the organizers
3. Events with 501-1000, ending before 10 p.m.
    a. Maximum attendance of 1000
    b. May require ticketing/wrist-banding prior to event start date
    c. Event Manager onsite during the event
    d. TU Advisor (or TU staff) onsite during the event
    e. No bag check and wanding required, but available at the discretion of the organizers
4. Events with 250 and below, ending after 11 p.m.
    a. Event Manager onsite during the event
    b. May require ticketing/wrist-banding prior to event start date
5. Events with 251-500, ending after 10 p.m.
    a. Maximum attendance of 500
    b. Event Manager onsite during the event
    c. May require ticketing/wrist-banding prior to event start date
    d. TU Advisor (or TU staff) onsite during the event

e. Bag check and wanding required
6. Events with 501-1000, ending after 10 p.m.
    a. Maximum attendance of 1000
    b. Defined entry and exit points
    c. May require ticketing/wrist-banding prior to event start date
    d. May restrict reentry
    e. Event Manager, TU Advisor (or TU Staff), 1 additional TU Student Affairs professional staff onsite for the duration of the event
    f. Bag check and wanding required
    g. Crowd Control Staffing to be hired by Event Manager
        i. Minimum numbers
            1. Bag check = 2 SAFE
            2. Wanding = 2 SAFE
            3. Crowd Roamers = 2 SAFE
            4. Perimeter Monitors = 4 certified Crowd Managers
            5. SAFE Supervisor
            6. 2 OPS Officers
        ii. Exact number of Crowd Control Staffing may vary depending on venue
    h. One (1) Paramedic to be hired by Event Manager
7. Events with over 1001, regardless of event time
    a. Defined entry and exit points
    b. May require ticketing/wrist-banding prior to event start date
    c. May restrict reentry
    d. Event Manager, TU Advisor (or TU Staff), 1 additional TU Student Affairs Professional Staff onsite for the duration of the event
    e. Bag check and wanding required
    f. Crowd Control Staffing to be hired by Event Manager
        i. Minimum numbers
            1. Bag check = 3 SAFE
            2. Wanding = 4 SAFE
            3. Crowd Roamers = 2 SAFE
            4. Perimeter Monitors = 4 certified Crowd Managers
            5. 2 SAFE Supervisors
            6. 2 OPS Officers
        ii. Exact number of Crowd Control Staffing may vary depending on venue
    g. At least 1 Paramedic to be hired by Event Manager

- Standard Event Hours – 7 a.m. - 11 p.m.
- Additional charges and staffing may apply for events exceeding standard event hours
- Any event ending after 11 p.m. must obtain approval from the Director of Event and Conference Services at least 14 days prior
- Other factors, including, but not limited to, ticketing and OPS security assessment, may increase the number of crowd control and security staff required.

Responsibilities for Indoor Events by Role

Student /Department/ Staff/ External Organization

1. Identify organizer(s) in charge of the event
2. Identify organizer(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
3. When applicable, student organizations must have their advisor sign an approval form before their first meeting with ECS to begin planning the event. This may be completed either on paper or digitally via Involved@TU.
4. A safe crowd management plan is crucial for ensuring the well-being of attendees, staff, and participants at the event. Compliance with safe crowd management protocols starts with Organization leaders.

Event Manager

The Event Manager communicates with organization leaders to:
1. Plan the event with the organization representative and possibly the student org advisor when applicable to outline university standards while reviewing the event checklist
2. Ensure a food waiver (if needed) has been submitted 10 days prior to event
3. Identify & discuss with the group when estimated attendance is not consistent with previous events hosted by the organization.
4. 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:
1. Position staff around the perimeter
2. Position staff inside the main event
3. Position staff at entry points for bag-checking and wanding

The Event Manager works with the Advisor (or TU staff) to:
1. Work with student organization leaders to address issues and focus on having a successful event

Advisor (or TU staff)

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

The Advisor (or TU staff) works with the Event Manager to:
1. Discuss event details by meeting prior to the event
2. Address issues and focus on having a successful event

Building Management

1. Be available as a resource for groups holding the event
2. Be on radio to be available for Event Manager support

3. Unlock the event space at the appointed time
4. Uphold the policies of the University and procedures and guidelines of the building
5. Assist Event Manager as needed in managing the event to a successful conclusion
6. Locking the event space after the event has ended
7. Evaluating the event space after the event and noting anything of significance on the appropriate report

TU Office of Public Safety (OPS)

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

Crowd Control Vendor (SAFE Management)

Event Security/Crowd-Management Personnel

1. 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:
2. Control patron access at the event site and, at the discretion of 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
3. 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.
4. 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
5. Clear the event site of all patrons in a reasonable, orderly manner at the conclusion of the event
6. May not use force except for self-defense or to protect the individual or others from injury or harm unless attempting to administer first aid.
7. May not administer first aid unless trained to do so, and then will not deliver treatment beyond their training
8. Provide excellent customer service while executing duties.

<u>Supervisor/Manager</u>

The Supervisor/Manager shall perform the following duties:
1. Evaluate and assign available personnel according to individual strengths and abilities
2. Attend day of event briefings and debriefings
3. Provide substantive input regarding staff management
4. 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
5. Communicate with Vendor's staff
6. Act as the liaison between Vendor's staff and the University Event Manager
7. 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
8. May <u>not</u> administer first aid unless trained to do so, and then will not deliver treatment beyond their training

Paramedic

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

Procedures for Ending an Event Prior to Scheduled End Time

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

1. Attendees are drinking alcohol (when not permitted)
2. Attendees are smoking
3. Attendees are using drugs
4. Attendees are dancing on tables
5. Entertainer is not following the instructions of the TU Staff.

Reasons to End an Event

1. Physical or verbal altercation
2. Does not end on time
3. Attendees are drinking alcohol (when not permitted)
4. Attendees are smoking
5. Attendees are using drugs
6. Attendees are using a drone
7. Attendees are dancing on tables or behaving in an unsafe or disruptive manner

How to End an Event as the Event Manager

1. Recognize that there is a problem
2. Discuss the problem with the group sponsoring the event
3. Have the group handle the issue with the attendee(s)
4. Have the Entertainer, DJ or Master/Mistress of Ceremonies give <u>one</u> warning to stop the activity (or event will be shut down)

5. Contact OPS and request an officer respond to the event is OPS is not already present.
6. Brief OPS about the issue and proposed plan to end the event early before shutting down
7. Once OPS arrives, the Event Manager, OPS Supervisor, and the liaison(s) coordinate the shut-down process – including turning off music and turning on lights
8. Complete an event summary documenting everything that happened and why the event ended earlier than scheduled. 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.

See Supporting Documents

- Student Guide for Planning Events
- Time, Place and Manner Policy
- Food Waiver
- Late Night Dance Party

Indoor Venues for Events	
Auburn House	Burdick Hall
Center for the Arts	Unitas Press Box
Field House	Liberal Arts Building
Lecture Hall	Linthicum Hall
South Campus Pavilion	Science Complex
Stephens Hall	TU Arena
Towson Center	University Union
Van Bokkelen Hall	West Village Commons
Psychology	Hawkins Hall
* Additional parking services charges may apply in addition to possible ECS charges	
Other locations may be reserved but must first be approved by the President's Cabinet.	

Indoor Event Guidelines - Decision Tree

Expected Attendance

- 250 or Below
  - Ending By 11:00p
    - Organization is responsible for Crowd Management
  - Ending After 11:00p
- Between 251 and 500
  - Ending By 11:00p
  - Ending After 11:00p
- Between 501-1000
  - Ending By 11:()()p
  - Ending After 11:00p
- More than 1,000
  - Any Time

TU Staffing Requirements:

1 Event Manager

Required Procedures:

- May require ticketing prior to event start

- Bag Check and wanding not required, but available at the discretion of the organization

TU Staffing Requirements:

1 Event Manager

1 TU Advisor

Required Procedures:

- May require ticketing prior to event start

- Bag Check and wanding not required, but available at the discretion of the organization

TU Staffing Requirements:

1 Event Manager

1 TU Advisor

1 additional TU Student Affairs Professional Staff

Crowd Management Contracted Staffing:

SAFE: 2 Supervisors+ 13 Crowd Control Managers

Paramedic: at least 1

Exact number may vary depending on venue

Required Procedures:

- Defined Entry and Exit Points

- May require ticketing prior to event start

- May restrict reentry

- Bag Check and wanding required