



STUDENT SPONSORED EVENTS WITH CRITICAL RISK FACTORS

Campus police officers are required for all student 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:

1. Dance or concert;
2. Held at, or continues until any time after 11:00 pm;
3. Money is exchanged (tickets, admission or a donation)
4. Events with 100 people or more
5. Events open to the general public

Events that have these factors must be held at one of the following locations in the Student Union: Grand Palm Room, Live Oak Pavilion, Majestic Palm Room, or the Outdoor Stage.

Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Event Planning Office.

SECURITY PROCEDURES FOR EVENTS WITH CRITICAL RISK FACTORS

SPONSORING ORGANIZATION:

- 1) The Sponsoring Organization is responsible for providing one Student Event Coordinator (student) and a minimum of four (4) Monitors and one faculty/staff Advisor for the entire event.
- 2) The Monitors and Student Event Coordinator must attend an event coordination and training session prior to the event.
- 3) Monitors will be posted at the admission table and entrance to the room.

- 4) Monitors will be responsible for handling cash at the admission table and ensuring patrons entering the event are properly banded. Monitors will also be responsible for checking identification cards and assigning wristbands in accordance with the admission policy.
- 5) Student Union will provide one professional staff person to work during the event as a resource for the sponsoring organization and/or security.

POLICE DEPARTMENT:

- 1) Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or his/her designee. The police detail supervisor attending the event will determine location and assignments of security and police officers prior to the start of the event.
- 2) All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site, and will be handled in an expeditious manner.

SECURITY COSTS:

The sponsoring organization is responsible for all security costs for their event. The sponsoring organization will be required to deposit \$100 of their estimated security cost (including civilian security personnel), as determined by this policy, the Police Department, and the Event Planning Office. This deposit is due in advance or prior to the conclusion of the event.

Organizations will then have 30 days in which to pay their security fees. Sponsoring organizations with outstanding security fees owed to the student union will be prohibited from hosting an event that requires security until their past due balance is satisfied.

The number of police officers and other security personnel is determined by the capacity of the room where the event takes place and the length of the event. Officers will be assigned for a minimum five (5) hours shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate for FAU organizations is \$35/hour and for external groups is \$50/hour. The number of offices assigned to an event will be determined

by the maximum capacity of the room, according to the chart below. However, the number of officers may be adjusted based on the specific expectations for the event. The following matrix determines the minimum charges for police security:

Room	Maximum Capacity	Maximum Number of Officers (based on capacity)	Security Cost for Events of 4 hours in Length or Less.	Cost/Hour for Events Over 4 Hours Long.
Grand Palm Room	800 people	6 officers	\$1050.00	\$210.00
Live Oak Pavilion	800 people	6 officers	\$1050.00	\$210.00
Outdoor Stage	1000 people	8 officers	\$1400.00	\$280.00

ADDITIONAL SECURITY REQUIREMENTS:

In addition to police officers, civilian security personnel may be required for operation of metal detectors at the door, or for “patting down” attendees to assure the security of the event. These private security personnel will be hired by the Student Union and will be included in the initial estimate of cost. The cost of these personnel is estimated at \$15-\$17 per hour.

SIGNAGE:

The sponsoring organization is responsible for placing conspicuous signs at the entrance and exits to the event. These signs must advise patrons of the admission and no-reentry policies. It is strongly recommended that admission requirements are listed in all advertisements for the event.

WRISTBANDS

Depending on the event, all admitted patrons will be identified with wristbands. Wristbands will be provided by the Student Union Staff assigned to the event. The Student Union will

provide for door monitors a counter to determine the number of people attending the event, and to assure that the count is less than the capacity of the room.

LIGHTING:

Lighting inside the event venue must be sufficient to comply with safety requirements as determined by the Police Department Coordinator, Fire Marshal, or other public safety officials.

EMERGENCY PROCEDURES:

At the direction of FAU Police Officers, the advisor, or Student Union staff, admission to the event may be suspended in the event of an emergency or problem. In extreme circumstances FAU Police Officers, advisor, or Student Union Staff may terminate the event prior to the anticipated ending time.

CASH PROCEDURES:

Monitors from the student organization, under the supervision of FAU Police Officers, the advisor, and Student Union Staff will handle cash collected from admission, refreshment, or merchandise tables. At no time will FAU Police Officers staff handle any cash collected, but will monitor any cash handling. At a designated time, the admission and refreshment tables will close and a designated FAU Police Officer will escort the Event Advisor and Student Event Coordinator with the funds to a secure location where the cash will be counted and prepared for deposit.

EVENT CONCLUSION:

Immediately prior to the conclusion of the event, the Student Event Coordinator will initiate an announcement that the event will be concluding, and advising patrons that loitering in the parking lots and garage after the event is prohibited. At the conclusion of the event, FAU Police Officers will assist in clearing the room and will then assist in monitoring the parking lots. Parking lots and garages will be cleared in accordance with established Police Department policy.