

Chapter 270, Properties Use and Extracurricular Activities

Interim Section 80, Major Events Sponsored by Registered Student Organizations (RSOs) and Other Non-University Organizations

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Supersedes: New

Responsible Department: Office of the Chancellor

Source Document: Policy Applying to Campus Activities, Organizations, and Students; Section 40.00, Policies on Use of University Properties

I. Purpose

- A. This section describes the policy and procedures for the planning, approval, and required arrangements for major events in campus facilities when the event is sponsored by an RSO or other non-University organization.
- B. This policy does not apply to academic or administrative University departments sponsoring and bearing the necessary costs for major events.

II. Definitions

- A. Major event—an event where one or more of the following conditions apply:
 - 1. Over 300 people are expected to attend.
 - 2. The complexity of the event requires the involvement of multiple campus units (e.g., UC Davis Police Department (UCDPD), UC Davis Fire Department, Risk Management Services, Transportation Services).
 - 3. The event is likely to significantly affect campus safety and security.
 - 4. The event is likely to significantly interfere with campus functions or activities.
 - 5. The event is a dance or concert featuring amplified sound.
 - 6. The event includes a current political candidate.
 - 7. Over 100 people are expected to attend and alcohol is intended to be served at the event.
- B. Non-University organization—an event organizer that meets any one of the following conditions:
 - 1. A group, association, corporation, RSO, or other combination of individuals that is not an academic or administrative department (see Sections [270-05](#) or [270-20](#)).
 - 2. An individual not currently employed by the University.
 - 3. An employee of the University acting outside the scope of University employment.
- C. Event organizer- Person or group sponsoring a major event.

III. Policy

- A. The University is committed to assuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.
- B. The University makes every effort to ensure that events on campus do not disrupt University functions or activities, pose unreasonable danger to people or property, or conflict with other events.

- C. The University reviews all major events sponsored by non-University organizations without regard to the viewpoint of the event sponsor, the person(s) performing at the event, or individuals attending the event.
- D. Failure to request review or provide requested information about the event in a timely manner will be reason to deny the request.
- E. Use of University property by non-University organizers is subject to availability, facility operating policies, and expected impact to campus.
 - 1. Major events may take place only in facilities designated as available for such events.
 - 2. UC Davis academic and administrative departments have priority for the use of University properties.

IV. Procedures for Approval of Major Events

- A. RSO organizers contact the Center for Student Involvement (CSI) prior to making a reservation.
- B. Reservations for the use of University properties must be made at least six weeks prior to the planned event date.
 - 1. Request reservations as described in [Section 270-20](#).
 - 2. Reservation requests must be accompanied by a request for event approval, including the following information:
 - a. A description of the event, including the names of any participants or speakers.
 - b. The date, time, and length of the event.
 - c. The proposed location.
 - d. The number of people expected.
 - e. If alcohol will be served.
 - 3. Events may be relocated to a different facility or scheduled for a different time or date than that requested by the event organizer when necessary due to facility availability or for security based on an event security assessment.
- C. When the event reviewer determines, based on the information submitted, that the event meets the definition of a major event (see II.A, above), all event organizers must complete the following:
 - 1. At least five weeks prior to the planned event date, contact the UCDPD to request a security assessment.
 - a. If the UCDPD determines that the event has substantial security needs, the UCDPD will schedule a security assessment meeting with the event organizer as soon as possible.
 - b. The security assessment meeting may also include representatives from CSI or CES, and the facility manager.
 - 2. At least two weeks prior to the planned event date provide the following documents to the event reviewer:
 - a. Certificate of insurance, compliant with Business and Finance Bulletin BUS-63.
 - b. Documentation of arrangements/contracts with invited speakers or participants.

- c. Documentation of arrangements made with the UC Davis Ticket office for advance ticketing.

RSO-organized events may use an online vendor when tickets are complimentary, unless the UCDPD determines there are substantial security needs, in which case, tickets must be offered through the UC Davis Ticket Office.

V. Criteria for Review

- A. Information considered during review of the event includes but is not limited to the following:
 - 1. Whether the event constitutes a major event (see II.A, above).
 - 2. Security requirements and recommendations based on the security assessment and the resources needed to secure the event (e.g., the proposed location of the event; the resources required to secure the location; the duration of the event; the expected weather conditions).
 - 3. Other events or campus activities scheduled at the same time.
 - 4. The proximity of the event to other events or campus activities and potential impact on or interference with those events or activities, or impact on the effectiveness of required security measures (e.g., the proposed location of the event; the activity's timing in relation to the academic calendar, the expected noise level of the event).
 - 5. Any objective, credible evidence regarding threats to campus safety or security.
 - 6. The need for an availability of University resources or personnel to facilitate, oversee, or control the event.
- B. Initial review and determination if an event is a major event is made by the Director—CSI (or designee) for events sponsored by RSOs, or by the Director—CES for events sponsored by other non-University organizations.
- C. Approval or denial of major events is made by the Associate Vice Chancellor—Student Life, Campus Community and Retention Services for events sponsored by RSOs, or by the Associate Vice Chancellor—Campus Planning and Environmental Stewardship for events sponsored by other non-University organizations.
 - 1. The event approver must consult with the following departments prior to approval:
 - a. Campus Counsel
 - b. UCDPD
 - c. Manager of the facility hosting the event
 - 2. The event approver may consult with the following additional departments as needed:
 - a. Risk Management Services
 - b. Government and Community Relations
 - c. Transportation Services
 - d. UC Davis Fire Department
 - e. Other departments that will be impacted by the event
- D. UCDPD may modify the security assessment at any time based on new or changing circumstances.

- E. RSOs that do not agree with the University determinations regarding security measures or approvals may submit a written appeal to the Vice Chancellor—Student Affairs.
 - 1. The appeal must include the following information:
 - a. Reason why the RSO disagrees with the determination.
 - b. Any evidence to show the determination is based on inaccurate information or did not follow the criteria for review.
 - 2. The appeal must be submitted within five business days of receiving the decision.

VI. Roles and Responsibilities

- A. Event organizer
 - 1. Must be available for consultation throughout the event planning period.
 - 2. Pays all costs related to the event, including but not limited to reservation fees, facility fees, basic event security costs for UCDPD presence (as required at some facilities) and related costs, the cost of any damages that occur as a result of the event, and the costs of any third parties with which the organizer contracts or arranges services.
 - 3. Must comply with all pre-event requirements established in this and other relevant policies (e.g., permit requirements to serve alcohol or film the event).
- B. Event reviewer (Director—CSI for RSO organized events; Director—CES for other non-University organizations)
 - 1. Acts as primary point of contact for the event organizer.
 - 2. Reviews all information provided to campus units regarding the planned event.
 - 3. Determines when an event constitutes a major event.
 - 4. Determines that the event organizer has obtained all necessary permits or waivers.
 - 5. Communicates requirements for approval to event organizers.
 - 6. Confirms approval of facility reservations and event approval or denial to event organizers.
- C. Event approver (Associate Vice Chancellor—Student Life, Campus Community and Retention Services for RSO sponsored events; Associate Vice Chancellor—Campus Planning and Environmental Stewardship for other non-University organizations)
 - 1. Consults with appropriate departments and senior administrators regarding review of events.
 - 2. Approves or denies major events based on criteria described in V.A, above.
- D. UCDPD
 - 1. Provides a security assessment and makes determinations about the security measures required for the event.
 - 2. Communicates with Strategic Communications and local law enforcement regarding planned major events.
 - 3. Holds authority to declare unlawful assembly, order immediate dispersal, or otherwise enforce criminal laws during major events.
 - 4. May terminate an event to avoid or minimize any imminent threat to safety or property that arises during the event.

VII. Further Information

Additional information is available from the [Center for Student Involvement](#) (CSI), getinvolved@ucdavis.edu, (530) 752-2027; or [Conference and Event Services](#) (CES), events@ucdavis.edu.

VIII. References and Related Policies

- A. UC Office of the President:
 - 1. Policies Applying to Campus Activities, Organizations, and Students
 - a. [Section 30.00, Policy on Speech and Advocacy](#).
 - b. [Section 40.00, Policy on Use of University Properties](#).
 - 2. [Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#).
 - 3. [Business and Finance Bulletin BUS-63, Insurance Requirements and Certificates of Insurance](#).
- B. UC Davis Policy and Procedure Manual:
 - 1. [Section 270-05, Campus Organizations](#).
 - 2. [Section 270-20, Use and Reservation of University Properties/Event Arrangements](#).
 - 3. [Section 270-21, Sales, Service and Consumption of Alcoholic Beverages](#).
 - 4. [Section 270-25, Commercial Activities](#).
 - 5. [Section 390-20, Maintenance of Order](#).
 - 6. [Section 400-01, Freedom of Expression](#).