Overview of the UNT Event Safety Committee

The mission of the Event Safety Committee is to oversee events put on by student organizations on university property/in university facilities that have been referred by the Student Activities Center. The ESC seeks to support student organizations in their endeavors while also keeping in mind the safety of the organization, the student body, and all guests as well as to maintain the integrity of the institution and its property.

Purpose of the Event Safety Committee

- Help mitigate risk for on-campus events
- Help students plan their events
- Communication with UNT constituents
  - Includes facilities representatives, UNT Police Department, UNT Risk Management, UNT Student Activities, Greek Life, Rec Sports, etc.
- Make your events happen in the safest way possible

Event Safety Submission Process

1. Submit event via OrgSync portal
   a. Be as honest and thorough as possible when filling out the event application
   b. The earlier the event is submitted, the better
2. The Event Safety chair and graduate assistant will look through the event application and determine what type of correspondence needs to be made with the organization regarding their event.
   a. This correspondence can be in the form of a phone call, email, or setting up an in-person meeting.
   b. The type of correspondence depends on the amount of risk associated with the event that the organization is wanting to put on.
3. If an in-person meeting is needed to be held, the organization will be contacted by ESC to schedule
   a. Mondays, 1:30-3:00pm
   b. Thursdays, 3:00-4:00pm (if needed)
4. During the ESC Meeting
   a. Committee members will introduce themselves
   b. Event Coordinator and committee will discuss event details, associated risks, and methods to mitigate said risks throughout the event
   c. All parties will sign off that all constituents agree with what was discussed during the meeting
   d. What to Bring to an ESC Meeting:
i. All planning documents related to your event
ii. Timelines for planning and the event itself
iii. Student Event Safety Planner (emailed to you prior to your meeting)
iv. Additional members, if needed
v. Your ideas!

5. Post-Meeting
   a. The signed event planner will be emailed to student event coordinator
   b. Event will be approved by Event Safety Committee
      i. With the understanding that the organization will abide by ESC recommendations and requirements

6. During Event
   a. ESC representatives and organization advisor may attend event, if necessary
      i. The ESC representatives are there to monitor events, not work them

7. Post-Event
   a. After action meeting(s) will occur following the event, if necessary

General Event Planning and Event Safety Guidelines

An event can be successful with good planning and risk management. These guidelines will help your organization manage the risks of your event and help eliminate the risk of violation of UNT’s rules and regulations as outlined in the University Policy Manual. The Student Activities Center encourages you to work with staff and advisors in order to plan a safe and successful event.

1. Admission to Event/Ticketing/Event Registration
   a. On-Site Registration only
      i. Attendees can arrive and enter the event up until capacity of the space is reached.
      ii. If capacity is going to be a concern, the Event Safety Committee will provide wristbands to help monitor capacity
   b. Registration Website/Event Link
      i. If organizations choose to use a registration website or event link for an event in which it is not mandatory to use the UNT Union Ticket system, organization can only register as many spots as capacity is in the venue.
   c. Pre-Sale UNT Ticket Link (Open Parties- Mandatory)
      i. Will be mandatory to use for Open Parties (no cost to organization)
         1. Organization will meet with Phyllis Vaughn (Union Business) to discuss pricing and release dates of tickets and ticket quantity
         2. All guests will be required to show ID (scanned by full time staff at the door)
         3. Anyone can purchase up to two tickets online (does not have to be a UNT/college student)
4. Any additional tickets not sold before event will be sold at the door until capacity is reached
   a. Attendees who purchase tickets at the door, must have College ID and can be accompanied by one guest (with no College ID)

5. Door sales cash will be counted and put into a safe in UNT Union until it is deposited the next business day into the student organization account

6. UNT Union will cut checks periodically to help with upfront costs to the organization

d. Pre-Sale UNT Ticket Link (not Open Parties)
   i. Organizations can choose to utilize this system if they would like UNT Union Tickets to sell their tickets, however, it will come at a cost to the organization.

2. Advertising/Publicity
   a. All publications that utilize any UNT branding or trademarks, need to be approved by University Relations, Communications, and Marketing. This can be done by emailing brandreview@unt.edu.
   b. Depending on the type/nature/theme of your event, the Event Safety Committee may request to see your advertising prior to its release. The advertisements will be checked for language only, not design. The goal is to ensure that the proper messaging is relayed to the viewer.
   c. Types of Advertising
      i. Union Digital Marking (Free for student organizations)
         1. http://studentaffairs.unt.edu/university-union/about/marketing-at-the-union
      ii. Social Media
      iii. Word of Mouth
      iv. Flyers/Lawn Signs
         1. Follow UNT Policy 11.003- Signs, Posters and Advertisements
      v. UNT Event Calendar
         1. Go to calendar.unt.edu to submit an event on the UNT calendar. Keep in mind that this calendar can be viewed by anyone.
      vi. Professors/Blackboard
         1. Reach out to your professor if there is something relevant to a course that you know is going on!

3. Alcohol
   a. Alcohol is permitted on campus at events, but some restrictions may apply.
b. If minors, anyone under the age of 21, are present at an event in which alcohol is served, standard operating procedures will be put into practice in order to ensure there is no underage drinking.

c. If your organization would like to have alcohol at your event, there are steps that must be taken to ensure that this is done safely.

d. If using Verde Catering:
   i. Request beverage services through Verde Catering’s website.  
      (http://www.dining.unt.edu/verde-catering)
   ii. Fill out and properly submit this form
      (https://policy.unt.edu/sites/default/files/04.016_UseOfAlcoholicBeverages_2017_0.pdf)
   iii. Verde will provide a licensed bartender, based on the event type and alcoholic beverages being sold. This bartender will come at an additional cost to the organization.

e. If not using Verde Catering:
   i. The alcohol Use Request Form must still be completed and submitted.
      (https://policy.unt.edu/sites/default/files/04.016_UseOfAlcoholicBeverages_2017_0.pdf)
   ii. How the distribution of alcohol will occur will be discussed during the Event Safety Committee meetings.

f. Greek Organizations must abide by the Fraternal Information and Programming Group Risk Management Guidelines, if their organization is a member.

4. Amplified Sound
   a. Amplified sound is only available in designated areas.
   b. Amplified sound on the library mall during the week day may only be used between 11:30 am and 1:00 pm or after 5:00 pm through 10:00 pm per City of Denton sound ordinance.
   c. Some sound equipment is available to rent through Union Scheduling Services at 940-565-3804 (rental fees vary).
   d. Sound cannot be above 92 decibels and family friendly.

5. Cash Handling
   a. Cash handling procedures may be changed, based on the nature of the event.
   b. If you are ever in a situation where you are handling a large sum of cash from a fundraiser or an event, you can always call UNT Police to escort you to your vehicle from your event.
   c. Standard events where money is exchanged
      i. All organizations must provide their own locked cashbox when money is handled at an event.
      ii. For events in the Union, the Wells Fargo can provide monetary services before 5:00 pm.
d. Open Parties
   i. Prior to the event, Student Affairs will require the sponsoring organization complete the following:
      a. IRS Form W-9, Request for Taxpayer Identification Number and Certification. The W-9 will be used to establish the student organization as a supplier.
      b. Supplier EFT Form. This form documents information required to establish an electronic funds transfer.
   ii. Completed forms should be faxed to a secure fax at 940 369 5976 or mail to UNT System Supplier Maintenance Team, 1112 Dallas Dr., Ste 4000, Denton, TX 76205.
   iii. At the end of the event, the student organization will jointly count the cash with a representative of the University Union. A UNT Police Officer hired by the Student Organization will be present during the transfer. University Union staff will provide a form documenting the amount of funds and contain signatures transferring custody of the cash. The student organization will retain any checks. University Union staff will only retain cash for deposit.
   iv. University Union staff will secure the funds in a safe until the next business day.
   v. On the first business day following the event, University Union staff will prepare a deposit slip listing account 20012, Student Clearing Account in the chart string and transport the deposit to Student Financial Services (SFS).
   vi. Once SFS (sfs.unt.edu) confirms the deposit, the University Union will send a copy of the confirmed deposit form via e-mail to Student Affairs.
   vii. Student Affairs will complete a Payment Request Form to disburse the full amount of the deposit to the Student Organization listing account 20012, Student Clearing Account in the chart string. This form will be sent to the email listed at the bottom of the form, Accounts Payable, invoices@untsystem.edu.
   viii. Accounts Payable will schedule the disbursement upon receipt of a properly completed and approved Payment Request Form.

6. Co-Sponsorship
   a. Determine if there are any other groups or organizations involved in putting on your event
      i. Student Organizations
      ii. University Departments
      iii. Off-campus Organizations
   b. If there are additional groups or organizations that are contributing in any way to your event, determine what their role might be.
c. The group/department/organization that is contributing the majority of the time and funds to plan and implement the event should be the one submitting the event.
d. If a UNT department or office is co-sponsoring an event with your student organization, you should be doing the majority of the planning and implementation. If the department/office is taking charge of the event, they should be submitting the event through their office.

7. Emergencies/Risk Management
   a. Plan ahead!
   b. Consider all aspects of risk involved!
      i. Capacity of the space
      ii. Number of people attending
      iii. Location of the event
      iv. Serving food/drinks
      v. Serving alcohol
      vi. Guest Speakers
      vii. Showing a film
      viii. Time of Day
c. Plan ahead for medical emergencies
d. If an Event Safety Committee meeting is necessary, Risk Management will be present to discuss issues or concerns.
e. Plan for emergency services for large events and events that include physical activity
f. Think through your risk management plan:
   i. What activities will be involved?
   ii. What risks are involved?
   iii. What could go wrong?
   iv. How can we manage and/or reduce any risks?
g. Physical Activity
   i. If your event includes physical activity, please be sure to have a first aid kit present at the event. It is also helpful to have someone in your organization who is certified in CPR and First Aid to be identifiable and present at the event.
   ii. Any event that has physical activity should be sure to include water for the participants.
h. Bounce Houses
   i. All inflatable games and activities must follow the University of North Texas Inflatable Safety Guidelines.
      a. The event must be scheduled using Student Activity guidelines.
b. Insurance certificates from the vendors must be submitted to Risk Management. Contact Risk Management at 940.565.2109 for further information.

c. An inspection must be scheduled with the Risk Management Department.

d. The vendor MUST contact Texas811 to request a line locate IF the vendor plans on using stakes greater than 16” in length. The call to Texas811 must be made at least 72 hours prior to the event. This is a state law and must be complied with. Phone: 811 or 1-800-545-6005 or Website: www.texas811.org

8. Facilities/Reservations
   a. UNT Union
      i. Below are some important parts of the UNT Union House Guidelines. For more detailed information on the House Guidelines, please visit http://studentaffairs.unt.edu/university-union/guides/house-guidelines
      ii. Denial of Service
          1. The University Union reserves the right to deny use of the facility for programs, meetings, events, or any other activity deemed a health or safety issue to the University of North Texas campus community.
          2. Reoccurring violations of Union House Guidelines can result in the suspension of reservation privileges or room/service charges. Reoccurring violations include, but are not limited to, the locking of doors, repeated no-show for reserved spaces, use of candles in meeting rooms, etc.
      iii. Reservations
          1. All reservations for University Union facilities, including the outside areas, must be arranged through Event Planning & Scheduling Services, located in the University Union, room 418. Office hours are 8:00 a.m. to 7:00 p.m., Monday-Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 10:00 a.m. to 2:00 p.m. on Saturday. After hour appointments are available upon request.
          2. Clients must confirm or release tentative reservations within ten (10) business days of the original request. Clients may schedule no more than two (2) tentative dates for the same event.
          3. All events are to adjourn by midnight unless group made prior arrangements for a late closing.
      iv. Additional Fees
          1. Clients are responsible for applicable fees on any additional technical equipment requested not provided as part of the room infrastructure.
          2. Delivery of services may be reserved to include, but not limited to, mobile stages, portable lighting packages, sound systems,
multimedia camera systems, as well as event staff to transport, setup and manage all systems for the event. All deliveries may be reserved through Event Planning & Scheduling Services. Various fees are applicable

v. Space Requirements
1. In order to accommodate as many users as possible, the University Union reserves the right to adjust space assignments according to the number of guests expected and the type of event.
2. Special event rooms in the Union are designated as the large ballroom, small ballroom, Green Roof Patio, Main Auditorium, Library Mall, Portico, Senate Room and the South Lawn.
   a. Special events are limited to four (4) hours for registered student organizations. Events longer than 4 hours are subject to applicable fees. Registered student organizations may tentatively book a special event space one semester in advance. The reservation will not be confirmed until the organization is registered for the semester in which the event is held.

vi. Late Night Parties, Dances and Socials
1. Reservations for dances may be made no less than thirty (30) business days in advance. Only registered student organizations or university departments can schedule a late night party or dance. Late night parties or dances are events that go past normal operating hours.
2. Each organization is limited to two (2) dances per semester, pending availability of facilities.
3. Dances are limited to four (4) hours total with event end time no later than 2:00 a.m.

vii. Information/Vendor Tables
1. All sales and/or solicitations must comply with the university solicitation policy.

viii. Free dispensing or sale of food or beverages (prepared or prepackaged) is prohibited by the University Union unless prior approval is received by the Director of the University Union

b. Auditorium
   i. The Main Auditorium space is considered under the special event category in the Union House Guidelines.
   ii. The AV tech on the stage of the Main Auditorium may not be used.
   iii. Organizations may rent the sound equipment from the Union to use in this venue.

c. Classroom Spaces
   i. All classroom spaces will be booked via the OrgSync form through UNT Student Activities.
ii. If you are requesting the BLB Atrium, that will be booked by the BLB Event Planning Office.

d. Rec Sports
   i. All gyms, fields, rooms, etc. will be booked via the OrgSync form
   ii. Requests should be made a minimum of 15 business days in advance
   iii. Reservations will not be made for intramural teams

e. Outdoor Space
   i. Arrangements for outdoor events may be made up to one (1) semester in advance. Individuals or groups requesting the use of outdoor space need to contact Event Planning & Scheduling Services; allow at least 15 days for approval. Large events require forward and progressive planning and should be submitted early.
   ii. Rain Location: Should a client request rain back-up space, the space will be put on a tentative hold. If another group is interested in the space, prior to the event, Event Planning & Scheduling will contact the client immediately.

f. Greek Life Housing
   i. If you will be having a Greek social event on University property or at a Greek house, and is your Greek organization affiliated with the Office of Greek Life, an Event Application must be completed on OrgSync, and the event may require additional paperwork.
   ii. Events that are held at a Greek house that are exclusively for members of that organization (i.e., chapter meeting, ritual event, brotherhood/sisterhood event) do not need to be registered via OrgSync, unless there is a substantial element of risk associated with the event.
   iii. Contact the Greek Life Office at greeklife.unt.edu or 940-369-8463
   iv. Additional paperwork can be found in the Greek Life Center, 621 S. Welch St.

9. Food
   a. If planning on serving food at your event, the proper food handling protocol must be followed (http://studentaffairs.unt.edu/sites/default/files/event-safety-committee/documents/Foodservice%20Guidelines.pdf)
   b. Food permits must be obtained for all catered food and potentially hazardous food.
      i. The food provider that you would like to use must provide you with the most up to date copy of their health permit.
      ii. Food permits must be submitted at least 7 working days before you plan to distribute food. Permits can be sent to foodsafety@unt.edu
      iii. Once the health permit has been received and approved, Food Safety will approve your event on OrgSync.
c. **Only approved food products will be permitted.** Home preparation or the storage of food in the home is not allowed.
d. All perishable food products must be maintained under proper temperature control.
e. Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. Booths shall be enclosed or have adequate floor and over covering. All food/food supplies shall be 6” off the floor/ground.
f. When serving food at your event, all food handlers shall:
   i. Wear clean clothes and effective hair restraints
   ii. Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom
   iii. Use disposable gloves or utensils when handling food products
   iv. Not smoke or use tobacco products inside concession stand
g. Contact the UNT Health and Food Safety Officer, at foodsafety@unt.edu you have any questions

10. Film Rights
   a. In order to show a film or movie on campus with your student organization, acquiring film rights is required. It is recommended that for events in which a film will be shown, you request a venue several months prior to event date.
   b. Obtaining film rights can take months and purchase and can be very pricey.
   c. If the movie has Public Performance Rights (PPR) there is no purchase necessary.
   d. It is recommended that you obtain film rights prior to submitting your event via OrgSync.
   e. To get more information on obtaining film rights, visit http://studentaffairs.unt.edu/sites/default/files/event-safety-committee/documents/How%20to%20Obtain%20Film%20Rights_0.pdf
   f. If you need help obtaining film rights or understanding more about this process, please email eventsafety@unt.edu

11. Fundraising
   a. Student organizations may fundraise on campus either by selling items that they own or by soliciting donations.
   b. Be sure to consider the safety of your group members who will be collecting money. UNT staff or officers may be necessary onsite when handing large amounts of cash.
   c. “Raffling” items on behalf of student organizations at UNT will not be permitted.
   d. If you have questions about holding fundraising events on campus, please visit https://studentaffairs.unt.edu/sites/default/files/student-activities-center/documents/Fundraising.pdf

12. Greek Organizations
a. Will you be having a Greek social event on University property or at a Greek house, and is your Greek organization affiliated with the Office of Greek Life? If so, an Event Application must be completed on OrgSync, and the event may require additional paperwork.

b. Additional paperwork can be found in the Greek Life Center, 621 S. Welch St.

13. Guest Attendance

a. The student organization may be asked to have a conversation with the Event Safety Committee with regards to the guest makeup of any event.

b. Type of Guests
   i. On-Campus
      1. On campus guests are those that are affiliated with the University of North Texas.
      2. The behaviors of these guests are governed by the UNT Student Code of Conduct.
   ii. Off-Campus
      1. Off-Campus guests are those that are not affiliated with the University of North Texas.

c. Number of Guests
   i. The number of guests is strictly limited based on fire code of the space the event is to take place in.
   ii. The Event Safety Committee has the right to determine the methods that will be used to maintain capacity of the venue in question.

d. Monitoring
   i. Capacity of the space will be monitored by the method determined in the Event Safety Committee meeting.
   ii. If capacity is deemed to be a large concern, wristbands may be provided by the Event Safety Committee. Each event attendee, including organization members and support staff (such as DJs, event participants, etc.) will all require a wristband. Attendees without wristbands will be asked to leave.
   iii. It is the responsibility of the student organization to monitor the guests of their event. If damage occurs to the space, the organization hosting the event may be liable to pay for the damage.
   iv. It is in the best interest of the organization to ensure that their guests and organization members are upholding the highest of standards while in attendance of these events.

14. Guest Speakers

a. Determine, in advance, if you are bringing a speaker or performer to campus that is not a student, faculty, or staff member of UNT.

b. Advanced permission is strongly suggestion for guest speakers.
c. If the guest speaker that you wish to bring to campus is controversial in nature, the Event Safety Committee may require a UNT Police Officer present at the event to ensure the safety of the participants and guest.
d. Remember to make it clear that the guest speaker was invited by the organization, not the university, and any views expressed do not necessarily represent the views of the University of North Texas.

15. Insurance
a. If you are holding an event, your organization may be required to provide a Certificate of Insurance naming the “University of North Texas as an Additional Insured” for the event. If your organization does not have an insurance policy or a national office that can provide the Certificate of Insurance, you may be able to purchase insurance through the university.
b. If an off campus vendor will be a part of your events, you are required to provide a copy of their Certificate of Insurance 3 business days prior to the event date. This Certificate of Insurance must contain the following elements: Minimum of $1,000,000 General Liability Limit and name the University of North Texas as an “Additional Insured.” This may include, but is not limited to bounce houses, mechanical bulls, obstacle courses, etc.
c. Contact Rebekah Moreno in Risk Management Services at Rebekah.Moreno@unt.edu or 940-369-8097.

16. Minors
a. If you plan on inviting minors (anyone under the age of 17 that do not attend UNT) to your event, please consider the following:
   i. TAMS (Texas Academy of Math and Science) students are not considered minors in the context of UNT Student Organization event attendance.
   ii. Minors who are accompanied by their parents or guardians are allowed to attend your event without any further action on your part.
   iii. If minors will be dropped off for any period of time and will be left without their parents or guardians, you will assume responsibility of their safety and activities while at your events.
b. All members of your organization who will be dealing with minors must have both a Background Check and Child Molestation Training performed.
   i. Names and social-security numbers can be given to Rebekah Moreno of Risk Management at Rebekah.Moreno@unt.edu or 940-369-8097
   ii. Each Background Check will cost $10.00, and each Child Molestation training will cost $6.
   iii. Online trainings are by cost per student. In-person trainings are offered to student organizations free of charge.

17. Security
a. The Event Safety Committee may determine that your event is in need to security and/or campus police presence, based on the nature of the event you want to put on.

b. Security for on-campus events must be provided by UNTPD. Contact Captain Coffey at Jim.Coffey@unt.edu or Captain Owen at David.Owen@unt.edu to discuss security needs at least 14 days before your event. (Your facility representative may also coordinate this for you.)

c. Charges and office numbers will be determined at your Event Safety Meeting. Each officer has a required compensation for a minimum of three hours. As of Spring 2018, you can expect the charges to reflect those below:
   i. Supervisor- $65.00/hour
   ii. Police Officer- $50.00/hour
   iii. Security Officer- $30.00/hour

d. If your event is not handled through the Union, you will need to make the payment directly to the UNTPD at least 3 business days prior to event.

e. Additional charges may apply if officers encounter any problems deeming it necessary to stay longer than planned and/or require more officers.

f. Invoices may be paid to Doris Britt, 940-565-3626 or 1700 Wilshire St.