

**UNIVERSITY OF HARTFORD
STANDARD OPERATING PROCEDURE:
SECURITY FOR EVENTS**

This procedure is for use of University facilities reserved for student parties, dances and concert events including Gengras Student Union & Lawn, Konover Campus Center & Picnic Area, University Commons & Patio, Village Lawn, and Hog River Picnic Grove. The Student Special Events Committee will determine if this procedure is required based on a review of a student group's event information presented to the committee at least two weeks in advance of event.

Prior to the Event

- The event ground rules meeting will take place prior to the start of the event and in attendance should be advisor(s), concert security staff, graduate intern(s), public safety, event security volunteers, building manager and the event planner.
- Concert services will supervise the guest registration and security checks at all entrance gates.
- If required, the police/Public Safety Officers will be on the premises before the doors can open.
- The security personnel (concert services) will begin admission when the staff, (those who attended the ground rules meeting) confirm that all processes are in place.

Event admission policy

- U of H students will be admitted to the event with their **student ID**. U of H students are allowed to bring 2 guests to the event. **The U of H student host must accompany these guests at the time of admission.**
- Admission to these events is only allowed to any guest or college student upon presentation of **valid photo ID** (driver's license, passport, military ID, other college ID).
- Students from other colleges or universities **do not have the privilege of admitting a guest**
- Entrance to the event is contingent upon passing through security
- Individuals under the influence of alcohol or illegal substances will not be permitted into the event
- **Attendants may re-enter the event but are required to pass through security each time.**
- **No smoking in campus buildings**

Restricted Items

- No alcohol or other controlled substances.
- No pepper mace or personal protection sprays.
- No open containers.
- No weapons of any kind.

- No box cutters or knives of any kind.
- No large purses or backpacks.

Carry-in items are subject to search.

From Start of Event

- Concert services staff will check ID's based on admission policy.
- Concert services staff will do metal detector wand and admissions.
- Concert services staff should confiscate any and all items not allowed during the event (see restricted items).

During Event

- Concert services staff and other event staff on duty will monitor doors and event area once admissions is completed.
- Concert services staff will be required to have attendees go through security checks each time they leave and return.
- At the point that the venue has reached capacity, the event security staff will inform all parties that admittance must cease.
- Those who attended the ground rules meeting will convene to determine whether or not to cease admittance to the event in all cases other than venue capacity being reached.
- All patrons are admitted through the designated admission door.
- All patrons must exit through the designated exit door.
- All event staff must have visible identification.
- Building Managers must have access to venue at all times.
- All event staff must have visible identification.

After Event

- After the venue has been cleared and secured, concert services staff and public safety will agree that identification information is no longer needed for that event. At that time, concert services staff will turn over the information to public safety for shredding within four (4) hours of the end of the event

Failure to follow the above guidelines may result in forfeiture of the student club/organization's ability to host future events.

Revised 10/8/07