

TEXAS WOMAN'S UNIVERSITY

EVENT POLICY

Texas Woman's University defines a large event as any event with an anticipated attendance of 100 individuals or more. This Large Event Policy, which includes guidelines designed to provide safety and risk management for large events, applies to all events of this size not specifically exempted by the Large Events Review Committee.

Facilities: Facilities to be used will be determined by the type of event and the projected attendance.

Exceptions: Events managed by University administrative components may be exempt. Additionally, the Large Events Review Committee may review events co-sponsored by the University and another organization, for exception and/or exemption.

Guidelines

1. One TWU public safety officer per 100 participants is required to be present at all large events and at all events where alcohol is served unless the Large Events Review Committee reviews and recommends an exception to the policy. The sponsoring organization or individual is responsible for payment for security services, **and payment is due 15 working days prior to the event. The Large Event/Alcohol Usage request form must be returned to the facilities' coordinator at least 30 working days prior to the Large Events Review Committee meeting. The required time frame excludes University holidays. Contact your facilities coordinator for meeting dates.**
2. All late night events must end by 1:00 a.m. Clean up must be completed by 2:00 a.m. For outdoor events, amplified sound must end by 10:00 p.m. All events must comply with the city noise ordinances. The Large Event Committee must approve outdoor events with amplified sound that may conflict with events in nearby buildings. The University reserves the right to stop or reduce sound if complaints are received.
3. The sponsoring organization or individual is responsible for leaving the facility, grounds, and parking areas free of trash and litter. Forfeiture of all or part of the deposit or actual charges may be accessed if it is necessary to provide additional cleaning after an event.
4. Officers will make rounds through the buildings and nearby grounds, and additional officers may be assigned to parking areas. Officers will remain on duty at least 1 hour after the event ends and/or all guests have left the TWU campus.
5. Estimates of attendance may be increased or decreased by the Large Events Review Committee.
6. Texas Woman's University, through the Large Events Review Committee, reserves the right to refuse the use of buildings, grounds, and facilities for any activity for reasons of priority use by university groups, calendar issues, non-payment, or concerns for community safety.
7. The Large Events Review Committee will include: Director of the Student Center, Director of the Center for Student Development, Director of Public Safety, Director of Conference Services, Hubbard Hall Operation's Supervisor, Media Representative, Coordinator of Academic Facilities, and Associate Vice President for Student Life and/or their designees. The committee meets on a regular basis to review reservation requests.

<p>Student Organizations: All student organizations requesting reservations for large events must first have the reservation signed in the Center for Student Development to indicate registration and calendar approval. An advisor of the sponsoring student organization must be present for the duration of the event.</p>
