

# AUBURN UNIVERSITY CAMPUS EVENTS POLICY

## **I. POLICY STATEMENT**

This policy governs the submission, review, and approval of proposed campus events within the University's Campus Event Planning System. The types of events subject to this policy are defined below.

All such events must be submitted to the Campus Event Planning System and must be approved by the Event Management Committee. No event may be held without prior approval by the Event Management Committee.

This policy ensures that campus events comply with relevant laws and university policies and are managed by appropriate responsible parties, coordinated among relevant university units, and conducted as safely as possible.

Other university policies, rules, and procedures govern the use of campus spaces and may also apply to events covered by this policy. Those policies include the External Space Reservation Policy, Policy on Tent Usage, Outdoor Amplified Sound Policy, Policy on Campus Advertising and Distribution, Expression and Demonstration Policy, and venue-specific rules and procedures.

The Expression and Demonstration Policy permits certain outdoor events to occur without prior notice or reservation. Such events do not require approval by the Event Management Committee or reservation through the Campus Event Planning System.

## **II. POLICY PRINCIPLES**

### **A. Scope of Policy**

An Event governed by this policy is any gathering that occurs on the Auburn University Campus (defined below) and meets at least one of the following criteria:

- Expected total attendance of 100 or more people;
- Requires issuance of a permit by the University or governmental authority (*e.g.*, permit under the Policy on Tent Usage, alcohol permit, *etc.*);
- Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff;
- Involves one or more outside vendors, contractors, or exhibitors (*e.g.*, caterers);
- Involves Minors (defined below), as participants or attendees in any capacity;
- Involves group physical or other high-risk activities (*e.g.*, Run/Walk events and interactive games); or
- Involves the service and/or consumption of alcohol.

An "Event" does not include a meeting of fewer than 100 people who are solely Auburn University faculty, staff, students, or administrators, where no outside caterer or vendor is involved. "Event" also not include performances, NCAA-sanctioned athletic games, concerts, art showings or exhibitions, or similar events that are central to the purpose of the university venue at issue

(*e.g.*, ticketed performances in the Gogue Performing Arts Center, NCAA-sanctioned games in Athletics facilities). Other activities in those venues may be “Events” (*e.g.*, wedding receptions).

This policy applies to all Events that occur on the Auburn University Campus, which consists of all buildings and grounds owned or leased by Auburn University in Auburn, Alabama, including main campus areas and the Auburn University Airport, Auburn University Research Park, Auburn University Alumni Center, Gogue Performing Arts Center, Kreher Preserve and Nature Center, E.W. Shell Fisheries Center, Jule Collins Smith Museum, Pebble Hill, and the Auburn University Chapel.

This policy does not apply to events in the Auburn University Hotel and Conference Center or fraternity houses.

All Events must be submitted through the Campus Event Planning System, which may be found at [www.auburn.edu/events](http://www.auburn.edu/events), and must be approved in advance by the Event Management Committee. No Event may occur unless it has been approved.

All Events must be sponsored by a university unit, department, office, organization, or venue (“Sponsor”). The Sponsor typically is the on-campus host of the event, the primary campus contact for all Event-related questions, and an on-site manager during the Event itself. In some cases, the Sponsor may be the unit that is responsible for managing the venue itself (*e.g.*, the Gogue Performing Arts Center). Note that the Sponsor is not necessarily the primary user of the space during the Event, such as when the Sponsor hosts an Event that is open to the public.

Except as expressly permitted by this policy or other university policies, Non-University Organizers (defined in Section VI) may not request or hold an Event without securing a university Sponsor.

## **B. Submission of Event Request to Campus Event Planning System**

### **1. The Sponsor is responsible for submitting Event requests.**

The Sponsor shall submit the Event in the Campus Event Planning System and provide other information and documentation requested by the Event Management Committee. All submissions must comply with this policy, all other university policies, and other requirements of the Event Management Committee. Forms, guidelines, and other planning resources may be found at [www.auburn.edu/events](http://www.auburn.edu/events).

A Non-University Organizer should not submit requests directly to the Campus Event Planning System and should instead ask its university Sponsor to do so.

The Sponsor must meet deadlines and respond promptly to requests by the Event Management Committee. Failure to do so may result in denial of the proposed Event. Changes to Event request details after initial submission may result in significant delays.

Additional requirements may be imposed depending on the nature of the Event. For example, Sponsors who propose Events that involve the service and/or consumption of alcohol must obtain an appropriate license(s) as required by law. Proposed Events involving Minors (defined below) must comply with the university’s Minors on Campus Policy.

Submission of an Event request in the Campus Event Planning System is not a reservation of a venue for a particular day and time. A Sponsor ordinarily must contact the venue separately to ensure that it is available at the desired time.

**2. Events must be requested in advance.**

A Sponsor should submit a complete Event request within the following timeframes:

- 100 people or fewer: 30 days in advance of the proposed Event date.
- 101-500 people: 60 days in advance of the proposed Event date.
- 500 or more: 90 days in advance of the proposed Event date.
- Events involving service or consumption of alcohol: 90 days in advance of the proposed Event date.
- Run/Walk Events: 90 days in advance of the proposed Event date.
- Events involving Minors: 90 days in advance of the proposed Event date.

Most Event requests should not be submitted more than 180 days in advance of the proposed Event date(s). If a Sponsor believes it is necessary to do so (*e.g.*, to accommodate a high-profile speaker), the Sponsor should first call the Office of Special Events.

**3. The Sponsor must submit a Facility Use Agreement.**

As part of the submission to the Campus Event Planning System, the Sponsor and Non-University Organizer (if any) must sign and submit an appropriate Facility Use Agreement. Non-University Organizers may be required to obtain insurance coverage and waivers and to furnish appropriate certificates of insurance.

All Facility Use Agreements are subject to final approval by the Event Management Committee. A Sponsor's signature of a Facility Use Agreement does not guarantee approval of the Event. Template agreements may be found at [www.auburn.edu/events](http://www.auburn.edu/events). If the Event requires use of outdoor spaces, the Sponsor may be required to obtain and submit a Land Use Agreement approved by Facilities Management.

**4. Events are subject to change or cancellation.**

Scheduled Events may be cancelled or postponed based on significant conflicting university activities or pursuant to the terms of the Facilities Use Agreement. In that case, the university will assist the Sponsor to find suitable alternative locations and times.

**C. Review and Approval by Event Management Committee**

After the Event request is submitted to the Campus Event Management System, the request and accompanying documentation will be routed to the Event Management Committee.

The Event Management Committee will approve or deny the request, in its sole discretion, within a reasonable time after all required information and supporting documentation have been provided by the Sponsor.

The Event Management Committee will consider the following criteria, if applicable, in evaluating Event requests:

- Suitability of facility/space based on the nature of the activity and expected attendance;
- Possible schedule or logistical conflicts with other university events, including but not limited to significant and material disruption to university operations;
- Safety of participants, attendees, and the campus community;
- Availability of suitable parking and/or alternatives for ingress and egress;
- Submission of an acceptable Facility Use Agreement;
- Availability of adequate support staffing (including security personnel), whether provided by the Sponsor, outside user, or others;
- Suitability of Event production elements (*e.g.*, available utilities, lighting, staging, sound);
- Potential for damage to university property and adequacy of efforts to mitigate possible damage;
- Suitability of post-Event plan for space clean-up and tear-down;
- Suitability of plan for food and beverage delivery and service;
- Status of efforts to obtain required governmental licenses and permissions;
- Responsiveness of Sponsor and outside user (if any) to requests by the Event Management Committee;
- Past experience and performance of Sponsor and outside user (if any) in managing similar events, either on Campus or elsewhere; and
- Any other factor that the Committee deems relevant, consistent with applicable law, including those specific to a given Event.

Denial of an Event request by the Event Management Committee shall be considered the final decision of Auburn University and may not be appealed.

#### **D. Management and Conduct of Event**

All Events shall be conducted in a manner consistent with the proposal and all other information submitted to the Event Management Committee, all applicable university policies and requirements (including rules imposed by the Event venue), the terms of the Facilities Use Agreement and other contracts related to the Event, and all applicable federal, state, and local laws, regulations, ordinances, and requirements.

All Events shall be managed and overseen in a responsible, professional, and safe manner. The Sponsor and Non-University Organizer (if any) will be responsible for costs arising from damage to University property in connection with an Event.

### **III. EFFECTIVE DATE**

September 27, 2019

#### IV. APPLICABILITY

This policy applies to all Events that occur on the Auburn University Campus, as defined in this policy.

#### V. POLICY MANAGEMENT

Responsible Office: Office of Special Events

Responsible Executive: Jon Thompson, Executive Director

#### VI. DEFINITIONS

- **Campus:** The Auburn University campus consisting of all buildings and grounds owned and/or leased by Auburn University in Auburn, Alabama, including main campus areas and the Auburn University Airport, Auburn University Research Park, Auburn University Alumni Center, Gogue Performing Arts Center, Kreher Preserve and Nature Center, E.W. Shell Fisheries Center, Jule Collins Smith Museum, Pebble Hill, and the Auburn University Chapel. “Campus” does not include the Auburn University Hotel and Conference Center or fraternity houses.
- **Event:** Any gathering that occurs on Campus and meets at least one of the following criteria:
  - Expected total attendance of 100 or more people;
  - Requires issuance of a permit by the University or governmental authority (*e.g.*, permit under the Policy on Tent Usage, alcohol permit, *etc.*);
  - Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff;
  - Involves one or more outside vendors, contractors, or exhibitors (*e.g.*, caterers);
  - Involves Minors, as participants or attendees in any capacity;
  - Involves group physical or other high-risk activities (*e.g.*, Run/Walk events and interactive games); or
  - Involves the service and/or consumption of alcohol.

“Event” does not include a meeting of fewer than 100 people who are solely Auburn University faculty, staff, students, or administrators, where food and/or beverages (if any) are not specially prepared, served, or provided by an outside caterer or vendor.

“Event” also does not include performances, NCAA-sanctioned athletic games, concerts, art showings or exhibitions, or similar events that are central to the purpose of the university venue at issue. For example, ticketed performances in the Gogue Performing Arts Center, art exhibits in the Jule Collins Smith Museum, University-sanctioned intramural games on recreational fields and facilities, and NCAA-sanctioned games in Athletics facilities are not “Events” covered by this Policy. However, concerts in Athletics facilities and wedding receptions and other private events in other venues may be “Events” that must be submitted to the Campus Event Planning System.

- **Event Management Committee:** Committee that includes representatives of various university offices that evaluates Event requests pursuant to this Policy. The Committee is led by the Office of Special Events.
- **Minor:** A person under the age of 19 who is not enrolled as a student at Auburn University.
- **Non-University Organizer:** An Event organizer, requester, or primary user that is either
  - (i) an individual who is not an Auburn University student, faculty, or staff member; or
  - (ii) a group that consists primarily of individuals who are not Auburn University students, faculty or staff.
- **Sponsor:** The university unit that typically hosts the Event, serves as the primary campus contact for all Event-related questions, and/or acts as the on-site manager during the Event. The Sponsor is responsible for providing required documentation regarding the Event during the Event-approval process. *The Sponsor must be a university unit, college, department, office, organization (including an officially recognized student organization), or venue.*

## **VII. POLICY PROCEDURES**

Sponsors and Non-University Users should consult the step-by-step guide and event-planning toolkit that appear at [www.auburn.edu/events](http://www.auburn.edu/events) and located under the “Plan Your Event” tab.

Questions regarding this Policy and related procedures may be directed to the Administrator in the Office of Special Events at 334-844-6323.

## **VIII. NON-COMPLIANCE**

Events that have not been submitted to the Campus Event Planning System or have not been approved by the Event Management Committee **will not be posted** on the University Events Calendar.

University students and/or student organizations who do not comply with this policy will be subject to disciplinary action by the Office of Student Conduct.

University faculty and staff violating this policy will be subject to appropriate disciplinary action.

Visitors who participate in Events not approved under this policy or authorized by other university policies may be subject to removal from campus and other appropriate action.