



## Event Staffing Policy for Student Groups That are Hosting Presenters or Performers

### Policy Statement

Washington University in St. Louis recognizes that invited presenters and performers are an integral part to the campus experience. We also appreciate that listening to differing opinions is a hallmark of an educated society. We therefore encourage students to invite presenters and performers to present to our campus community on a wide range of issues and exposing our community to many viewpoints. When inviting guests to campus, the university shall remain content neutral, but reserves the right to ensure that safety of our community, guests and physical structures remains a priority. This event staffing policy applies to all members of the WUSTL community when they are using their membership in our community to host a guest presenter on the Danforth campus. Successful navigation of this policy will include registration of all campus presenters into the Event Builder form on Washington University Group Organizer (WUGO). This policy only extends to events that are alcohol free.

### Purpose

To ensure the safety of invited presenters, guests and WUSTL community members during all campus events where an individual(s) is invited to present on the Washington University in St. Louis campus. This policy is adopted to address potential risk, increase safety and set forth a consistent approach to campus presenters.

### Audience

All undergraduate student groups and organizations at Washington University in St. Louis Danforth Campus.

### Definitions

- On Campus: Any structure located on the Danforth Campus and owned by Washington University in St. Louis
- Security Officer: A guard that has been trained and licensed in identity verification
- Event Management Agent: An agent that has been trained in proper crowd control protocol and is not expected to verify age and/or identity
- Campus Host: Any organization of the WUSTL community that has invited a guest to present on the WUSTL campus
- Presenter: Person that has been invited to present or perform on WUSTL campus
- This policy only extends to events that are alcohol free

## Policy Implementation

### Section 1: Applicable Forms

- WUGO Event Form
- Security Contracts signed by Campus Life staff

### Section 2: Registration and Approval

- 2.1 Create an event on WUGO for your program
- 2.2 Should it be necessary, a security meeting with WUPD and/or Campus Life will be held
- 2.3 Security and Emergency plans may be requested
- 2.4 The hosting organization will need to identify and include contact information for a point of contact person that will be present at the event. This person should be familiar with security plans of the event.
- 2.5 The below chart is a standard guard schedule for speaker events on campus.

	LOW RISK	MEDIUM RISK		HIGH RISK
Estimated # of Attendance	0-100	101-200	201-500	501-1000
Security Guards/Event Agents	0	0	2	3

\*\* Dignitary visitors, Commencements, Athletic Events and Protest events will be determined by WUPD with consultation with Campus Life or the hosting department/organization

- 2.6 The above guard schedule is a base line, there are occurrences and conditions when more officers/agents will be deemed appropriate.

The following are factors that will affect the addition of guards to your event:

- Contractual obligation to meet the security needs of speaker
- Guests will be using multiple locations across campus
- Event is open to the public and has been advertised off campus
- There will be a transfer of monetary value at the door
- The venue has multiple unlocked entrances
- Lack of timely notification of the event to campus partners
- Guest has a prior history on other campuses of protests or violence
- Campus reaction around the invited guest

### Section 3: Approval

3.1 Your event will be considered approved on WUGO once you have verified that you have submitted:

- Venue Confirmation
- Guard schedule from WUPD
- Signed contracts (from Campus Life for SU recognized groups) for security and guest presenter

After these pieces of information have been uploaded into Event Builder, your event will be approved; the student who submitted the event will receive an approval message to their WUSTL email account, please make sure that WUGO notifications are turned on.

## **Section 4: Post Event**

4.1 At the conclusion of your event, should there be any incidents, they should be reported to Campus Life and your Event Coordinator

## **Compliance**

For non-compliance of this policy the student group will risk sanctions of limited space and event approval at the discretion of Campus Life and the Division of Student Affairs.

## **Contacts**

The following individuals can address questions regarding this Policy:

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*Sgt. Wayne - Crime Prevention and Special Event Planning-WUPD*

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## **History**

This policy was developed in the Fall semester of 2017 by Josh Gruenke, Assistant Director for Student Involvement and Programming - Campus Life with input from Sgt. Wayne, Washington University Police Department.