

Special Security Events Policy

Statement of Purpose & Responsibilities

It is the policy of the UWM Union to support student organizations and other members of the UWM community in their presentation of events which further the educational mission of the University, provide opportunities for social growth and cultural understand, and serve the recreational needs of the campus community.

The UWM Administration has the responsibility for taking reasonable precautions to protect the health and safety of the members of the campus community and their guests while on the UWM campus. Pursuant to this responsibility, the Union Administration, working in conjunction with the Union Policy Board and other members of the campus community, is charged with the responsibility for review all events held in the Union to assure that they do not represent an unreasonable risk to participants, other members of the campus community, or Univrsity property. Accordingly, the review will determine the risk involved and whether and under what conditions it is appropriate to hold the event on campus. If the event is appropriate for the campus, a level of security shall be established that assures the safety of people and the security of property.

Organizations presenting programs will be responsible for the planning and execution of the programs in a manner consistent with UWM and UWM Union Policies & Procedures. The sponsoring organizations will also be responsible for complying with all specific guidelines set for an event. For example, all publicity for events with restricted attendance must include notice of those eligible to attend. Failure to do so or comply with all other conditions may result in an immediate termination of the event reservation by the UWM Administration. Sponsors of entertainment programs, dances and other events, intended to result in positive net revenue, will be responsible for the cost of security at the event itself and any additional security which, due to the scheduling of the event, may be necessary to assure safety of person and property throughout the union building and on the campus.

To facilitate the review process for events, the Special Security Events Review Guidelines & Procedures (SSERGP) are defined and the Special Security Events Committee (SSEC) is created.

Special Security Events Review Guidelines & Procedures

Major event requests, particularly entertainment events, will be reviewed to determine whether and under what conditions the event can be held and the safety of person or property at UWM assured. This review will normally be done by the Union Directory with potential review by the SSEC. The sponsoring organization may, if it requests, have the initial review done by the SSEC. This review will include, among other things:

1. The type of event
2. Size of event
3. The intended audience including size and type:

- a. UWM students
 - b. UWM students and their individual guest, 18 years or older (no pass outs)
 - c. UWM students and persons 19 years and older
 - d. UWM students and persons 21 years and older
 - e. UWM students and other college students with valid college ID's
 - f. UWM students and other persons as specifically requested
4. The performers if any and any record that may exist of security problems that occurred at past performances or like events.
 5. A past history of problems, if any, at previous events sponsored by the organization requesting authorization
 6. The consistency of advertising, promotion and other plans with the intended audience and type of event.
 7. A proposal for the serving of alcohol at the event
 8. The current campus experience at like events
 9. Other criteria as may be identified by the Special Security Events Committee (SSEC) or the Union Director as appropriate to the review of events.

After reviewing the event, the Union Director may accept or deny a reservation for the event and may, as a condition of acceptance, either accept the event as proposed by the sponsoring organization or set additional conditions under which the event may be held. Upon tentative acceptance of the event and the establishment of the conditions for the event, the Union Director will establish a security staffing level for the event. Security may consist of Union staff members, private security hired by the Union and University Police. Security provided by the sponsoring organization will not be considered "security" under this definition.

Upon completion of the determination of security levels, Campus Police, Union Security, and other security agencies, if appropriate, will be contracted to determine whether staff are available. If staff are available, the organization will be notified that the reservation will be confirmed subject to the specified conditions.

If the organization disagrees with the decision of the Union Director, they may ask the Director to reconsider or they may request that the decision be reviewed by the Special Security Events Committee (SSEC).

Where requested by the sponsoring group or the Union Director, the SSEC will review the event and make a recommendation. If the Union Director concurs with the SSEC, the Union Director may implement the recommendations. If the Union Director disagrees, the Union Director may refer the matter to the Auxiliary Services Director for an administrative decision on security.

The Union Director or the SSEC may require additional security at the sponsor's expense or cancel a scheduled event after approval if:

- The Union receives information that incomplete or misleading information was provided in the application.

- A sponsoring group has failed to adhere to conditions for holding the event, or has committed violations at an intervening event;
- The performing group, or a similar event, has experience problems at previous locations;
- Campus conditions make the likelihood of security problems greater than originally anticipated.

This decision may be referred to the SSEC for review.

After an event has been held, the Union Director will receive and review a report for the Union and University Police on the event and any procedural or security problems which may have occurred. The Union Director may then adjust required security levels at future events, cancel future events or notify a sponsoring group that future reservations will not be accepted until assurances can be obtained that like problems will not occur in the future. These decisions may also be referred to the SSEC for review.

The SSEC will consist of the following individuals (or their designee):

1. Director of the Union
2. President of Union Policy Board
3. President of Student Association
4. Chief of Campus Police
5. Dean of Students
6. Union Policy Board Appointment

The Union Director will call the committee and maintain records of the committee actions.

