

EVENT MANAGEMENT GUIDELINES (Non-residence hall facilities/venues)

Mission Statement: To establish guidelines and procedures for the safety and security of Wake Forest students, faculty, and staff, as well as guests, for approved social events, in particular, those involving off campus guests.

Greek organizations must also follow all party management guidelines and their national organization policies.

A. Parking/Gate procedures

1. The consumption of alcohol is not allowed in the parking lots.
2. All guests will be required to stop at the gatehouse. One person in each vehicle must present a valid college ID.
3. The officer working the gate will record the driver's name and vehicle information. The vehicle will be issued a visitors pass that must be displayed.
4. We recommend that all guests park in Lots M, G and F. Lot W will be used as Lot K overflow parking. Parking behind Reynolds Gym and the Athletic Center is prohibited.
5. Students sponsoring the event and the DJ/performer(s) will be allowed to park in Lot L but should arrive one hour prior to the event (one car only).

B. Pre-event Meeting

1. A pre-event meeting will be held as soon as practical prior to the event.
2. This meeting will be held at the location of the event.
3. The organization's event host/hostess, members of University Police working the event, and the Compliance Advisor will attend the meeting.
4. All individuals will be introduced.
5. The Compliance Advisor will conduct the meeting.
6. The following will be reviewed:
 - Policies, procedures, and regulations
 - Students, University Police, and host representatives responsibilities
 - Schedule and assignments of organizational representatives working the event

C. Admission Procedure

1. Attendees must present a valid college identification card or valid drivers license.
2. As these are authorized functions, a Guest Log is required. The Guest Log is to be submitted to the Compliance Adviser on duty at the conclusion of the social function.
3. If there is a fee charged, there should be a minimum of two people responsible for:
 - Collecting money
 - Verifying ID's
 - Stamping the guests' hand

D. University Police Guidelines - Minimum of two University Police Officers and the Compliance Adviser Role

1. University police officers scheduled to work the event will meet on site for a briefing one-hour prior to the start of the event.
2. Officers will be advised of their duties and meet with the hosting student organization(s).
3. The Sergeant will be responsible for supervising the officers working the event, if the Sergeant is not present, then the Senior Officer will be Officer in Charge.

4. University Police will make arrangements to have the walk thru metal detector tested and operational on-site prior to the start of the event.
5. Should any property damage, personal injury, physical arrest, or any other reportable incident occur, University Police Officer will complete the appropriate paperwork and take any necessary actions.
6. The on-duty shift officer will be responsible for patrolling the parking areas for any criminal activity.
7. The Sergeant/OIC will be responsible for completing the Event Management Evaluation form after the scheduled event.
8. Two University Police Officers will be assigned to work the walk thru metal detector if requested by the students. **The metal detector is not required; it is optional.**
9. The Sergeant/OIC will rove and handle any safety and security issues.
10. The two hand held metal detectors will be stored in the entry area out of plain view and will be used only in exceptional circumstances.
11. No weapons of any kind will be allowed into the event, this includes: canes, sticks, mace or any other item University Police feels to be a potential danger to those in attendance. Anyone found in possession of an item considered to be dangerous, will not be allowed to enter the event and necessary actions will be taken.
12. No alcohol, food or drinks will be allowed into the event, in which there are building restrictions.
13. Officers working the event will be released at the end of the event, but no later than 3:00 am.
14. Guest will be allowed to socialize after the event.
Blocking of the street, the use of alcohol and loud music will not be permitted.
15. The University Police and/or the Compliance Advisor shall have discretion of determining the severity of security related issues/problems. Individuals will be asked to leave or face arrest if necessary. If a serious problem develops, the Sergeant/OIC shall have the right and authority to shut down the event.
16. Compliance Advisers will circulate through these events, not for the same review as with other social functions, but simply to assure that those "base line" policies that would apply are being enforced (e.g., no beverages in the Gym area where the function is actually occurring, etc.). This will also set the stage for the submission of the Guest Log at the conclusion of the event.

E. Hosting Organization(s) Responsibilities

1. Student organizations may have unlimited events per semester. Special events such as Homecoming and Family Weekend must rotate each year amongst student organizations.
2. Register party with the Office of Residence Life and Housing by sending registration form to greek@wfu.edu.
-Ten working days prior to the event
-Complete and submit request for Police Services ten days prior to the event.
-Submit all advertising material to the Office of Residence Life and Housing.
-Submit name, address, contact information, and reference of DJ/Performer(s).
- Event host/hostess must attend pre-event meeting at location of event one hour prior to the start of the event.
3. Advise the University Police officials of the names of those members of the organization assigned and their responsibilities. Coverage for no-shows should be planned.
4. Student staff assignment/responsibilities:
-Checking ID's
-Collecting admission fee
-Complete University Police Request Form at Communications Office in Davis Hall.
-Coordinate scheduling of the facility.
-Host organization is responsible for facilities management set up, cleaning and supply fees.
-Stamping hands
-Monitor the door located at the southwest corner of the gym to prevent any unauthorized entry into the event.
-Monitor the interior of the venue, (ex. second floor hallway and bathrooms in the gym).
-Members must be on the assigned post at all times.
-Turn venue lights on at 2:45 am; Event ends at 3:00 am
-Require that the DJ announce the last song at 2:30 am and stop the music 15 minutes prior to the end of the event.
5. Assure that tables or chairs do not block the exits.
6. Restore the following areas:
-Interior of the gym

- Second floor hallway
 - Restrooms
7. The Event Host/Hostess are responsible for ensuring that the event is opened, managed and closed according to the prescribed procedures. The use of Police does not relieve the hosting organization of its responsibility for the enforcement of the University policy or the event procedures. The host organization has the responsibility to report any safety and security issues to the police officers assigned to the event.

F. Residence Life and Housing

1. Event Registration

-Contact must be made with The Office of Residence Life and Housing at least 10 working days prior to the event.

-In order to help create equity for organizations continuously requesting dates, a meeting will occur one semester in advance. Such dates may include but are not limited to Homecoming Weekend, Family Weekend and the first and last weekend of the semester.

-Upon contact an event registration form must be submitted to The Office of Residence Life and Housing ten working days prior to the event. There will also need to be an Application for Police Services completed by the hosting organization and submitted to the University Police Department ten working days prior to the event.

2. Facility Reservation

-The Office of Residence Life and Housing will assist the hosting organization with reservations of facilities in order to verify that the space is available. Reservations will then be made on behalf of the sponsoring Organization. Should space not be available, the Office of Residence Life and Housing will notify the sponsoring Organization so that an alternative date may be offered.

-Facilities Management will then be contacted to provide appropriate set-up for the function.

3. Event Facilitation

-When the Office of Residence Life and Housing has approved the event, a guest log will be provided to the hosting organization. This log must contain the names of all guests that will be attending the event.

-The guest log must be returned to the Compliance Advisor by the end of the function.

-The event evaluation form must be returned to the Office of Residence Life and Housing by sending it to greek@wfu.edu the following day by 10 a.m.

-The Compliance Advisor and the event host will conduct a post-event inspection of the facility at the end of the function.