

**Senate Item for Review:** RCO Security Costs Policy update

**Due Date:** Please respond by **June 15, 2009**

**Return to:** Jaime Balboa, CAO, [jbalboa@senate.ucla.edu](mailto:jbalboa@senate.ucla.edu)

**Relevant Links:** Please see attached for revised policy. The current policy is located online at: <http://www.studentactivities.ucla.edu/docs/UCLA%20Policy-Cost%20of%20Safety%20Sevices-%20RCO%20Events.pdf>

**On behalf of the UCLA Academic Senate Chair, review, including an endorsement of or opposition to the item (any recommendations made), is *specifically requested* of the following committees and councils:**

CPB, and Exec Board

**All other committees and councils are not required to opine, but they are welcome to. Minority reports are welcome and should be submitted with the response of the committee. Committees that respond in writing will be extended an invitation to discuss the matter with the Executive Board.**

*Please indicate if the committee supports the proposal as written, supports contingent upon revision (specify revisions), supports in concept but not as written, or does not support this proposal.*

**Background Information:**

Deb Geller, Chief Administrative Officer for Student and Campus Life and Executive Director of Community Standards has requested Academic Senate review of the attached, which is a revised draft of the UCLA Policy on Costs of Safety Services at Campus Events Sponsored by Registered Campus Organizations.

Following the issuance of guidelines by General Counsel, this draft identifies specific criteria for requiring safety services that may be charged to the sponsoring organization.

Other changes include:

- 1) Language has been updated for consistency
- 2) Payment/reimbursement procedure for non-campus community events has been clarified (Section III.B.4)
- 3) Reference to discipline for policy violations has been removed (individual discipline is addressed in the *Student Conduct Code* and group discipline is addressed in the *UCLA Regulations on Activities, Registered Campus Organizations, and Use of Properties*)
- 4) Acknowledgement Form has been updated to include more info about event and dates signed

# UCLA POLICY ON COSTS OF SAFETY SERVICES AT CAMPUS EVENTS SPONSORED BY REGISTERED CAMPUS ORGANIZATIONS

Issuing Officer: Vice Chancellor Janina Montero

Responsible Dept: Student Affairs

Effective Date: July 1, 2009

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## I. INTRODUCTION

Free and open association, discussion and debate are important aspects of the educational environment of the University, and should be actively protected and encouraged, even where the positions advocated are controversial and unpopular. This policy has been formulated to provide for the greatest possible range of programs and activities for members of the University community, while at the same time both: (1) protecting individual safety; and (2) assuring an orderly and safe conduct of a particular event as well as the general functioning of the University.

This policy applies to all On-Campus programs and events that are organized and sponsored by Registered Campus Organizations, as defined by the *UCLA Regulations on Activities, Registered Organizations, and Use of Properties* (<http://www.campusregulations.ucla.edu>).

The Policy is to be applied in conjunction with local, state, and federal laws, codes, and ordinances. Additionally, it is to be interpreted and applied in concert with other campus policies and regulations, including the *UCLA Student Conduct Code* and all other University policies, regulations and procedures.

## II. DEFINITIONS

- A. **Audience Control Services:** Those functions needed in the regular conduct of any On-Campus event to ensure both: (1) the orderly movement of the audience during the ingress, egress, or intermission periods of the event; and (2) appropriate separation of the audience from performers, speakers, panelists, etc. during the conduct of the event, consistent with the event parameters agreed to by the organizers and the University event management staff.
- B. **Campus Community:** For purposes of this policy, students, faculty, staff, and other affiliates with active Bruin Cards.
- C. **Campus Community Event:** For purposes of this policy, an On-Campus program or event is defined as a Campus Community Event if at least 70% of the participants/attendees are members of the Campus Community, as defined in II.B above.
- D. **On-Campus:** For the purposes of this policy, any facility or location either owned by The Regents or leased by The Regents for the conduct of programs. A facility rented or leased from an entity other than The Regents by a RCO does not constitute an On-Campus location.

- E. **House Staff:** The event staff personnel, either employed by the University or hired from a service provider, needed to provide the Audience Control Services. Unless otherwise agreed to in writing by the University in advance of an event, all event staff personnel shall be those selected by the University only, on a non-volunteer, compensated basis.
- F. **Registered Campus Organization (RCO):** Any organization whose membership is predominantly composed of UCLA students and/or personnel and which has complied with the registration procedures specified in Section III of the *UCLA Regulations on Activities, Registered Organizations, and Use of Properties*.
- G. **Safety Services:** Essential services provided by UCLA Police or hired security personnel to ensure and maintain the safety of participants/attendees at an on-campus event.

### III. POLICY STATEMENT

#### A. Statement of Principles:

1. The University requires that proper measures be taken to provide for the safety of participants/attendees at all On-Campus programs and events, on a content-neutral basis. Responsibility for determining required safety services resides with the University.
2. The University extends to RCO's the privilege of conducting On-Campus programming for the Campus Community. As such, the University will pay for all University-required safety services at On-Campus events conducted by RCO's when at least 70% of the program participants/attendees are expected to be and are members of the Campus Community.

#### B. Specific Implementation Guidelines:

1. The University's professional event planners (e.g., UCLA Events Office, ASUCLA Events) and other University safety personnel (UCLA Police, UCLA Fire Marshall) shall determine the level of safety services required for individual events, in consultation with other relevant law enforcement and community safety agencies, as well as the Center for Student Programming. The views by event organizers and any consultants to such event organizers may be communicated to the University but, in all cases, the determinations made by University officials shall be final and not subject to further review. The criteria for this determination may include:
  - Event venue
  - Anticipated number of participants/attendees
  - Timing of event
  - Length of event
  - Whether admission will be charged
  - Whether the event requires special facilities
  - Publicity and outside media involvement

2. In those instances in which specific safety services are deemed by University officials to be necessary and appropriate for a particular event, an identification procedure shall be implemented by the University to check BruinCards (or other University-issued identification) and to count attendees in order to reasonably calculate the percentage of the audience that is comprised of members of the Campus Community. Once ID is checked, access may be controlled using tickets, wristbands, roll stock, or other means.
3. If the audience consists of at least 70% Campus Community members, the cost of University-required Safety Services shall be borne by the University.
4. If the actual audience is less than 70% Campus Community members, regardless of the expectations as to the composition of the audience, the cost of the University-required Safety Services shall be billed to and paid by the event's sponsoring RCO.
  - a. If the audience is expected to be less than 70% Campus Community members, audience, the cost of the University-required Safety Services shall be billed to and paid by the event's sponsoring RCO in advance of the event. In the event that the actual audience consists of at least 70% Campus Community members, these payments will be refunded to the organization.
  - b. If the audience is expected to consist of at least 70% Campus Community members but that threshold is not reached, the cost of the University-required Safety Services shall be billed to and paid by the event's sponsoring RCO following the event.
  - c. When the audience is less than 70% Campus Community members and the RCO fails to pay the bill for University-required Safety Services, the individual authorized representatives (signatories) of the RCO will be required to make restitution for these costs.
5. The cost of all Audience Control Services and the University or other House Staff required to provide such services shall be the sole responsibility of the event organizer and/or sponsoring RCO.
6. All Authorized Representatives (signatories) of the RCO assume individual responsibility and liability, in addition to the RCO itself, for the planning, conduct, and implementation of activities sponsored by the organization, including but not limited to the cost of any University-required Safety Services at an event which fails to reach the 70% threshold for such events. If an individual who is the Authorized Representative for a RCO is also a University employee, the individual shall not use or request University funds to fulfill her/his individual responsibility and liability.

**ATTACHMENT A**

**UCLA Policy on Costs of Safety Services  
at Campus Events Sponsored by RCO's**

**Acknowledgement Form**

*Instructions: This form is to be completed and signed by each\* Authorized Representative (signatory) of an RCO sponsoring a Campus Community event at an On-Campus location (as defined in this policy) at which Safety Services are required. The form must be completed (and all required signatures provided) prior to the event taking place.*

I am an authorized representative of \_\_\_\_\_ [name of RCO].

I understand that Safety Services, as determined by the University in its sole judgment, will be required at \_\_\_\_\_ [name of event], which is being held on \_\_\_\_\_ [date of event] and being sponsored by \_\_\_\_\_ [name of RCO].

I understand that the University may require an identification procedure for all attendees entering or attending the event.

I understand that the University will pay for all such University-required Safety Services at this event if at least 70% of the program participants/attendees are members of the Campus Community, as defined in this policy.

I understand that if at least 70% of the program participants/attendees at \_\_\_\_\_ [name of event] **are not** members of the Campus Community as defined in this UCLA Policy, as an authorized representative of \_\_\_\_\_ [name of RCO], I agree to be held personally responsible and be liable to pay all costs of University-required Safety Services at this event.

**Authorized Representative 1:**

Print Name: \_\_\_\_\_ UID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Representative 2:**

Print Name: \_\_\_\_\_ UID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Representative 3:**

Print Name: \_\_\_\_\_ UID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* An authorized representative under the age of 18 may not enter into a contract for services.*