

## **University Event Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

The purpose of this policy is to provide clear, consistent, and equitable expectations for staff, faculty, students, and external constituents to ensure the safe and successful implementation of events in University-owned or rented spaces. The policy applies to events sponsored by WCU departments, colleges/schools, academic units, student organizations, and external entities. The goal is to streamline information, create consistency, minimize risk, ensure accessibility, and make effective and responsible use of space as a valuable shared resource.

### **Policy Statement**

This policy curates relevant policies, protocols, and information for staff, faculty, students, and external entities planning events in University-owned and rented properties. These policies and procedures must be abided by to ensure safety, accessibility, and responsible use of space. Building managers and policy owners are responsible for ensuring the policies and procedures related to their spaces and areas are kept up to date and are accessible on the University website.

### **Policy Framework**

Policies and procedures related to the following topics are applicable to all events, regardless of venue, and can be found on the [University Event Planning Guide and Policies webpage](#). Event planners should work closely with building managers and other key offices to ensure compliance.

- Advertising and Signage

- Acceptable Use
- Accessibility
- Alcohol
- Amplification of Sound
- Animals
- Contracting and Purchasing
- Custodial and Grounds Maintenance Event Support
- External Entities
- Facilities Plant Operations and Maintenance Support
- Food
- Fundraising
- Inclement Weather
- Mascot Appearances
- Outdoor Events
- Parking
- Photography
- President Appearances and Remark Requests
- Protection of Minors
- Report an Incident
- Reserving Space
- Student Organization Events
- Sustainability

### **Procedures**

Some venues have their own specific policies and procedures that require compliance. Building managers are responsible for keeping these policies, procedures, and venue information details up to date and accessible on the website. At a minimum, this should include the following:

- Venue Capacity
- Reservation Method and Timeline
- Event Set-up and Custodial Procedures
- Decorations Policy
- Early/Late Access to Space Guidelines

Additional information, such as venue floor plan and media and technology procedures, are also recommended as appropriate for the venue. A list of venues [can be found here](#). Student organizations should also refer to the [Student Leadership and Involvement event planning page](#) and external entities should refer to the [Conference Services website](#) for additional information.

### **References**

[University Event Planning Guide and Policies](#)

[List of Venues as found on Registrar's website](#)

[Student Organization Event Planning Resource](#)

[Conference Services website](#)

**Reviewed by:** Athletics; Campus Recreation; Conference Services; Division of Diversity, Equity, and Inclusion; Dean of Students/Assistant Vice President for Student Life; Facilities; Fraternity and Sorority Life; Information Services and Technology; Public Safety; Registrar/Space Management; Residence Life and Housing; Student Services, Inc.; Student Leadership and Involvement; Sykes Union and Student Activities; University Libraries; Venue Management

**Policy Owner:** Vice President for University Affairs

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**Approved by:**



Andrew C. Lehman

Vice President for University Affairs & Chief of Staff

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