

# Student Guide to Planning Events

Updated 1/31/24

## Table of Contents

### [Introduction](#)

Welcome to the Student Guide to Planning Events

### [Important Dates & Deadlines](#)

Dates & deadlines you don't want to miss!

### [Reservation Process and Reservable Locations](#)

Details about requesting locations on campus

### [Types of Event](#)

Definitions/descriptions of events

### [Student Event Planning](#)

Step-by-step process for planning a successful event on campus

### [Student Event Rates](#)

How much will your event cost?

### [Campus Safety & Security](#)

Important procedures pertaining to campus safety

### [Resources for You](#)

A list of departments that will help you create a successful event

### [General Campus Procedures](#)

University policy and procedures related to events

### [Index](#)

Where to find specific information within this document

## Introduction

The purpose of this guide is to assist students in planning successful events that are consistent with university policies and procedures. The policies and procedures are designed to facilitate the event planning process and ensure the safety and well-being of the campus community.

The Event & Conference Services (ECS) offices are open Monday – Friday, 8:30am – 4:30pm  
The department has two main contact areas:

Reservations Management	Event Management
UU 165	UU 147
<a href="mailto:reservations@towson.edu">reservations@towson.edu</a>	410-704-2315
410-704-2600	

This guide has been developed based on University policies, procedures, and standards while following Maryland Fire Protection Code, The National Fire Prevention Association (NFPA), and Occupational Safety and Health Administration (OSHA).

**Towson University’s policies, programs, and activities comply with federal and state laws and University System of Maryland regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, gender identity, or expression, and veteran status.**

## Important Dates & Deadlines

Important University Dates & Signature Weekends for 2023-2024	
Labor Day Weekend	September 1 – 4, 2023
Family Weekend	September 22-24, 2023
Homecoming Week	October 2 – 8, 2023
Fall Finals Begin***	December 12, 2023
Spring Break	March 17 – 24, 2024
Reservation Request Window Opens for Fall 2024	April 8, 2024
TigerFest Week	April 14 – April 20, 2024
Spring Finals Begin***	May 15, 2024

**\*\*\* Hosting events, meetings, or tabling during finals week is not permitted. \*\*\***

ECS encourages students to submit event requests at least 21 days in advance. Below are important timelines to consider when planning events:

<b>21 Days</b>	Large events (e.g., outdoor social events, fashion shows, pageants, concerts, walks and runs) require a confirmed reservation at least 21 days in advance.
<b>14 Days</b>	Events and meetings which require Technical Services, staffing, catering, rentals and/or parking must be planned with your Event Manager at least 14 days in advance.
<b>13 Days – 72 hours</b>	Events and meetings planned between 13 days and 72 hours will utilize the event space setup as-is. Requests requiring Technical Services or staffing will not be guaranteed and will be fulfilled based on staffing and equipment availability.
<b>10 Days</b>	Please ensure the following forms are submitted at least 10 days in advance: catering, parking services, food waiver request form and the fire permit form.
<b>24 hours</b>	Reservation requests are not guaranteed and locations will be offered “As-Is” – meaning any existing setup or possibly empty space will need to be used. No additional services will be provided.

## The Reservation Request Process

A confirmed reservation is required when using space on campus. Student organizations must be registered through [Involved@TU](mailto:Involved@TU) and in good standing with the University to request and reserve space on campus. [25Live](#) is the University's web-based scheduling system that allows users to see location availability and bookings in real-time. Requests must ALWAYS be submitted in advance and are subject to changes.

### Authorized Requestors

Each student organization is permitted to have up to TWO Authorized Requestors, who will submit all organization requests through [25Live](#). Requests submitted by unauthorized requestors, including faculty or staff, will be denied.

To register as an authorized requestor, up to two student organization representatives must:

1. Complete the video course about planning events, **Student Guide to Planning Events in Blackboard**. To access the required course video and quizzes:
  - a. Go to <http://blackboard.towson.edu/>
  - b. To the left, select the Organization tab.
  - c. Select the Organization Catalog in the upper right-hand corner.
  - d. Type in PLANNING EVENTS in the search field and click GO.
  - e. Mouse over STUDENT\_EVENTS, then click the drop-down arrow.
  - f. Click Enroll. Click Submit. Click OK.
  - g. To the left, select the Content under Student Training to Planning Events.
  - h. Click on the name of the course to launch the video.
  - i. Make sure the screen is in full-screen view.
  - j. Complete all 4 quizzes with a score of 80% or better.
2. After successful completion, the representative MUST email, [reservations@towson.edu](mailto:reservations@towson.edu), with their full name, their organization name, the organization's TU advisor name and email, and which requestor they are replacing or if they are renewing themselves. The authorization will be valid through the next July 1.

In the event the authorized requestors change during the current academic year, the same steps should be followed.

### IMPORTANT INFO about Reservations:

- Office is only open Monday – Friday 8:30 a.m. - 4:30 p.m., submit requests in a timely fashion. Requests are not processed on weekends.
- Organizations must have a confirmed reservation to be permitted to use a campus location.
- Submitting the request form is NOT a confirmation. The authorized requestor will receive an email confirmation from Reservations Management when the request has been confirmed.
  - It is the requestor's responsibility to contact [reservations@towson.edu](mailto:reservations@towson.edu) if a confirmation email is not received within 5-7 days.

- Once a location is confirmed, the authorized requestor will receive email from Reservations Management, and they will then work with the assigned Event Manager to determine the details and requirements, including event setup, tech, staffing, permits, etc.
- Reservations are not available to individual students. All requests must be from recognized student organizations. For study space, visit [Albert S. Cook Library](#).

### Submissions Windows

- Fall Request Submission Window opens in April for the upcoming fall semester. Recognized Student Organizations in good standing may submit requests for:
  - One recurring meeting (weekly, monthly, etc.) for the Fall semester for a maximum of 3 hours.
  - One event occurring in the fall semester
  - One event occurring in the spring semester
- *Requests that do not adhere to the requirements will be denied and sent back to the requestor for editing and resubmission.*
- Spring Request Submission Window opens in October for the upcoming spring semester. Recognized Student Organizations in good standing may submit:
  - One recurring meeting (weekly, monthly, etc.) for the Spring semester for a maximum of 3 hours per week.
- *Requests that do not adhere to the requirements will be denied and sent back to the requestor for editing and resubmission.*
- Authorized requestors will be notified when additional requests may be submitted for each semester.
- Meetings and events are not permitted before the first day of classes or after the last day of classes. Requests outside of permitted time frame will be denied and sent back to the requestor for editing and resubmission.

### Reservable Locations

A reservation in 25Live is required when using locations including but not limited to this list:

Indoor Space	Outdoor Space	Tabling Locations
Academic Classrooms*	Burdick Field 1 & 2	<b>Outdoor Tabling:</b>
Center for the Arts*	LA Lawn	Cook Beach 1 & 2
TU Arena*	Freedom Square	Freedom Square
South Campus Pavilion	Glen Bridge Fire Pit	Under the Lecture Hall 1 & 2
Stephens Hall Theatre *	Parking Lots*	Union North Entrance 1 & 2
Towson Center*	Newell Field	
University Union	Paws Pavilion & Lawn	
West Village Commons	Tiger Plaza	<b>Indoor Tabling:</b>
	Towsontown Field	UU 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Lobbies
	West Village Lawn	WVC 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Lobbies
	Chapman Quad	

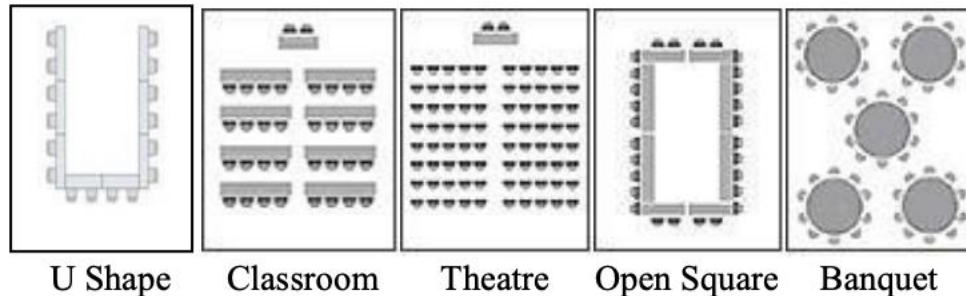
**\* Some locations require additional approval.**

## Facility Styles and Capacity Chart

Academic classrooms may be reserved for meetings. Meetings are intended for discussing organizational business related to the mission. The setup of these academic classrooms must be used AS-IS. Organizations should not change the placement of tables or chairs.

In other university buildings, setups may be customized based on capacity. Below are 5 standard setups for indoor spaces. Maximum capacities for each space based on the standard setups can be found on the [Capacity Chart](#). A setup can be customized for your event, speak with an Event Manager to understand the maximum capacity specific to your request.

In the event chairs or tables are moved, the room **MUST** be returned to the original setup prior to leaving to avoid being charged a reset fee.



## Types of Events

### AS-IS Events

- Default setup for events submitted and confirmed within 14 days of the event date.
- No setup or tech may be requested. The setup may be left over from a previous event or set for a future event.
- Tables and/or chairs may or may not be in the room. You must utilize the space as it is. If furniture is moved during the event, you must return the room to its original setup prior to leaving to avoid being charged a reset fee.

### Co-Sponsorships with off-campus entities

- A student organization may partner with an external entity for events primarily intended for the campus community.
- The student organization is responsible for the program, nature of the event, planning, implementation, maintenance of the facility and all costs related to the event.
- Co-sponsored events designated to generate funds for the off-campus group/entity must sign a Co-Sponsorship Agreement.
- No alcohol, tobacco, or cannabis products may be distributed or advertised.

## Concerts/Shows

- Performance based event with paid and/or non-paid performers. Contracts are required see Entertainment/Vendor section for additional details.
- Requests must be made at least 21 days prior to the event.
- See [Large Limited Capacity Event](#) and/or [Paws Concert Event Standards](#), depending on venue
- Additional items to consider: technical riders, tech needs, ticketing, parking, and security.

## Demonstrations

- Towson University supports the right of University students, faculty, and staff to engage in protected speech and assembly, including demonstrations, marches, picketing, leafleting, and protesting in public areas in accordance with the [Time, Place, and Manner Policy](#).

## Events in Parking Lot

- Large outdoor events may be permitted to take place in Parking Lots.
- Additional staffing and charges will apply. Please talk to an Event Manager for more information.
- In addition to the 25Live request, you must also complete this [Event Parking Request](#)

## Events with Entertainment, Vendors, and Other

- NEVER sign a contract yourself!
- Any external presenters, vendors, lecturers, performers, etc.,
- [How to Guide for TU Entertainment Contract](#)
- [Towson University Entertainment Contract](#)
- [Towson University Goods & Services Contract](#)

## Indoor Events

- Any event and/or meeting taking place inside a University building.
- [University Decoration Policy](#)
- [Open Flame and Candle Policy](#)

## Large Limited Capacity Events

- Events where at least 2 of the following conditions are met: anticipated attendance over 200, ticketing, contracted services, crowd control, advanced audio-visual services, free food.
- Requests must be made 21 days' in advance to coordinate with the event manager.
- Organization must provide a set number of volunteers for the duration of the event.

## Late Night Event

- Events ending after 11p.m. May not exceed 4 hours in length.
- A meeting with the org Advisor and Event Manager is required
- Additional charges will apply
- [Late Night Party](#)

## Lectures/Speakers

- Any non-Towson speaker or presenter requires a [TU Entertainment Contract](#) to be completed through Student Activities (UU 251).

## Organizational Co-sponsorship

- When 2 or more registered student orgs are planning, implementing, and/or financing a single event.
- Organizations are jointly responsible.

## Outdoor Events

- Events taking place outdoors in specific locations with an approved 25Live reservation.
- Additional staffing and safety procedures may be required based on details of the event.
- [Amplified Sound Guidelines](#)
- [Burdick Field Policy](#)
- [Fire Permit](#)
- [Chalking Policy](#)

## Student Organization Meetings

- A gathering where organizational business is discussed
- Generally held in academic spaces, it is encouraged that meetings are limited to 3 hours.
- Conference rooms in the Union & West Village Commons are pre-set Sunday – Wednesday after 5 p.m. to maximize space and allow scheduling back-to-back.

## Tabling

- Distribution of information, promoting events, recruiting, fundraising, and selling merchandise
- Only a student organization or TU Department may use the table to circulate petitions or collect signatures on petitions.
- Limited number of organization members should be present.
- Tabling locations are available through [25Live](#).

## Walks/Runs

- Must be 100% operated by a student org or department to qualify as a University event
- Event request must be made at least 21 days in advance. It is recommended to meet with an event manager before you start planning the event.
- May require additional resources such as TUPD and paramedic and/or ambulance
- Waivers provided by ECS must be collected

## Student Event Planning

- **Step 1: Event Planning Checklist & Reservation**
  - Use the [Event Checklist](#) to gather details prior to requesting space
  - After determining initial details submit your request through [25Live](#)
    - **Your reservation is not confirmed until you will receive a confirmation email from Reservations Management.**
- **Step 2: Working with Your Event Manager**
  - The reservation confirmation email will include contact info for your assigned event manager



- The event manager will work with your organization for the planning and execution of the event. You will request setup, tech, staffing, etc. through your event manager.
  - **Details about the event are not confirmed until they are finalized with an event manager.**
- **Step 3: Setup Requests**
    - Setup includes: tables, chairs, staging, pipe & drape, layout/position of furniture in the room. These details are finalized with the Event Manager.
    - Requests should be confirmed 14 days prior to your event and can be modified up until 24 hours prior to the start.
    - Inventory of tables, chairs, stages, etc. is limited based on the location and availability.
    - Additional items may be able to be rented at the expense of the organization. Advanced notice is required, and cancellation fees may apply.
- **Step 4: Tech Requests**
    - 14 days' notice prior to your event is required for services to be guaranteed.
    - 21 days' notice prior to event is required for large tech requests such as concerts.
    - Work with your event manager to confirm tech services
    - ECS' Tech Operations staff can help with audio/visual aspects of your event. Providing a range of services from podiums and microphones to visual presentations, to concert packages and lighting.
    - Technology in classrooms is monitored by OTS, check [here](#) for specific details about your assigned classroom.
- **Step 5: Staffing**
    - Sound Monitor
    - Event Staff (pavilion monitor, building manager, CRS staff)
    - Ticket Taker
    - Onsite tech
    - Housekeeping
    - Medic
    - SAFE (crowd control)
    - TUPD
- **Step 6: Other Items to consider:**
    - Waivers & Permits
      - Required when participants are engaging in physical activity
      - Speak with your event manager to obtain a QR code for your event.
    - Contracts
      - Contracts must be signed by the Director of Student Activities or AVP of Campus Life 14 days prior to the event.
    - Food
      - [Tiger Hospitality Catering](#)
      - [Food Waiver](#)

## Student Event Rates

Below is initial pricing for equipment and services provided by ECS. For most indoor events tables, chairs, and staging are free of charge. Events taking place outside of West Village Commons or the University Union, may require labor charges for setup and/or breakdown. Work with your event manager for a price estimate specific to your event.

Setup and breakdown labor for tech equipment are included for basic packages such as a screen & projector, or microphone/aux connection set in a room. More extensive packages such as spotlights, concert packages, open mic packages, and light trees, may require additional labor charges. When using more extensive tech packages, the document, [Estimated Tech Package Costs for Student Events](#) may provide a better understanding of hourly labor charges. Keep in mind tech labor charges begin with required tech setup time not your event run time.

### Tech Rates

<b>Ballroom Audio</b>	
House Sound, 1 wired microphone, 1 wireless microphone, podium, up to 4 hours of set-up / breakdown labor	
<b>Union Ballroom 302 A, B, or C (1 room)</b>	\$26.00
<b>Union Ballroom 302 D or E (1 room)</b>	\$65.00
<b>Union Ballroom 302 A &amp; B or B &amp; C</b>	\$ 45.50
<b>Union Ballroom 302 D &amp; E</b>	\$113.75
<b>Union Ballroom 302 A-C</b>	\$65.00
<b>Union Ballroom 302 A-D</b>	\$123.50
<b>Union Ballroom 302 A-E</b>	\$172.25
<b>WVC Ballroom A, B, or C (1 room)</b>	\$40.00
<b>West Village Commons A &amp; B or B &amp; C</b>	\$70.00
<b>WVC Ballroom A-C</b>	\$100.00

<b>Ballroom Visual</b>	
Visual Package with ECS laptop	\$100.00
Visual Package without laptop	\$75.00
Additional Installed Screen	\$50.00

<b>Conference/Meeting Rooms with Installed Tech</b>		
UU 142A,148, 205, 207, 249, 321A, 321B, 327	Installed 75" touchscreen video monitor with soundbar, installed room audio, installed webcam with microphone, mini-PC	\$75.00
UU 222, 224 Audio Only	Installed room audio, input for 1 wireless microphone, installed podium	\$75.00
UU 222, 224 Audio & Visual	Installed projector and screen, installed room audio, input for 1 wireless microphone, installed podium, installed webcam with microphone, mini-PC	\$150.00
UU 323A, 323B, 325A, 325B (single room)	Installed 75" touchscreen video monitor with soundbar, installed room audio, input for 1 wireless microphone, installed webcam with microphone, mini-PC	\$100.00
UU 323A-B or 325A-B (Combined)	Installed 75" touchscreen video monitor with soundbar, installed room audio, input for 2 wireless microphone, installed webcam with microphone, mini-PC	\$150.00
WVC 304, 305, 306, 307	Installed projector and screen with HDMI input, installed room audio via HDMI only no microphones	\$75.00
UU 322 Audio Only	Installed room audio, input for 4 wireless microphones	\$75.00
UU 322 Audio & Visual 1	Installed front projector and screen, Installed room audio, input for 4 wireless microphones, mini-PC	\$100.00
UU 322 Audio & Visual 2	Installed 3 projectors and screens, Installed room audio, input for 4 wireless microphones, mini-PC	\$125.00
UU 324 Audio Only	Installed room audio, 2 wireless microphones	\$75.00
UU 324 Audio & Visual	Installed 4K projector and screen, installed room audio with surround sound, DVD player, Blu-Ray player, 2 wireless microphones, mini-PC	\$200.00
UU 329 Audio Only	Installed room audio, 4 wireless microphones	\$75.00
UU 329 Audio & Visual	Installed room audio, 4 wireless microphones, installed PC, video wall	\$200.00

<b>Additional Tech Packages</b>	
<b>** Additional Labor Charges may apply. Speak with your Event Manager for a price estimate.**</b>	
Portable Sound (outdoors or in Paws)	\$100.00
Small Concert Package	\$300.00
Large Concert Package	\$650.00
Open Mic Package	\$250.00
8 LED lights	\$155.50
12 LED lights	\$175.00
Union Auditorium or Paws Stage Lighting	\$50.00

## Technology in Academic Buildings

- Technology in classrooms is managed by OTS. You can find information specific to the classroom you will use [here](#).

## Setup

Setup Cost		
Indoor Events	Cost	Description
Pipe & Drape	\$1/ft	Black pipe & drape, charged by width
Box skirt	\$10.00	Black box skirt for 6' tables
Outdoor Events		
Trash & Recycling Box	\$54.73	1 trash box, 1 recycling box & 1 compost box
ECS 6' Table	\$5.00	Table availability is based on location
ECS 66" Round Table	\$5.25	Table availability is based on location
ECS Chair	\$1.00	Maximum of 50 chairs based on availability
ECS Grill	\$75.00	Paws Pavilion only

- Outdoor
  - Outdoor Events with ECS setup or tech will require a **rain call** by noon the day before the event (rain call for Sunday is due by noon on Friday).
- External Rentals
  - If additional items are required, your event manager may need to rent equipment from an external vendor. Additional charges will apply. Student organizations will be charged the actual invoice cost and could incur ECS labor charges. External vendors may have earlier cancellation times, 36 or 72 hours prior, depending on the vendor.

External Rental Pricing	
Rented Grill	\$125.00
Rented 6' Table	\$7.25
Rented 60" Round Table	\$8.00
Rented Plastic Folding Chair	\$1.20

## Labor

Labor Cost		
Labor	Hourly Rate	Minimum Requirements
Sound Monitor	\$18.00	3 hr. Minimum
Tech Crew	\$39.00	Crew Chief, 1 hour minimum
	\$30.00	Senior Tech, 1 hour minimum
	\$17.00	Student Tech, 1 hour minimum
SAFE Crowd Management	\$29.18	Crowd Control, 3 hour minimum
	\$32.00	Supervisor (1 per 6 staff), 3 hour minimum
Medic	\$34.00	3 hour Minimum
TUPD	\$70.00	3 hour minimum

ABM	\$24.00	½ hour minimum, when required
Housekeeping	\$90.18	Flat fee for South Campus Pavilion

**\* Rates are subject to change.**

## Campus Safety & Security

Security requirements for events will be determined and coordinated by the Towson University Office of Public Safety, Event & Conference Services, Campus Life, and the Center for Student Diversity. Security can be added at the request of student organizations; however, no TU group or outside entity is permitted to contract separately for security services for events held on campus. Any speaker or performer who maintains their own security presence will coordinate such presence with TUPD. No armed outside security staff will be allowed without written permission from TUPD. (This does not apply to on-duty members of local, state, or federal law enforcement who are on campus accompanying a visiting dignitary or working in conjunction with TUPD).

While each event has its own set of unique circumstances, the following factors are considered in determining the appropriate staffing (numbers and make-up) as well as the operational measures/procedures. The list of factors is not meant to be all inclusive but serves as a baseline starting point in planning for an enjoyable and safe event. Decisions made by the Assistant Vice President of Public Safety are final. However, in the event of any questions or concerns about security, please discuss with your Event Manager.

### Factors that Increase/Decrease Event Risk Level

Factors that may increase risk levels for an event	Factors that may decrease risk levels for an event
• Need for personal protection for speakers, performers or guests	• No needs for personal protection for speakers, performers or guests
• Guests will be on campus at multiple locations	• Guests will be on campus at one general location
• Open to general public (non-TU guests)	• Limited to TU students, faculty and/or staff
• Patrons are NOT screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)	• Patrons are screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)
• Off-campus advertising (non-TU guests)	• On-campus advertising only (TU students only)
• Cash intake/handling/money escort operations (ticket sales, product sales, donations accepted, etc.)	• Advanced ticket sales only with no “walk-up” ticket purchases allowed
• Prior events of similar nature with a recent history (within past three semesters) of safety problems or required police involvement	• Prior events of similar nature with no history of safety problems or required police actions (within past three semesters)

• Past midnight or normal building closing time	• Day Time Event or event ends before building closing time
• Outdoor venue or festival style	• Indoor venue or seated event
• Live/amplified entertainment	• No live/amplified entertainment
• Complexity of multiple events occurring at the same time stressing campus resources capacity	• Single event or small number of events occurring simultaneously with little or no stressing of campus resources
• No attendance figures or history of attendance	• Historically lower attendance
• Venue has large number of entrance points requiring staffing coverage	• Venue has small number of entrance points requiring staffing coverage
• No Student Affairs oversight and presence at student events	• Student Affairs oversight and presence at student events
• Traffic control needs	• No traffic control needs
• Casual events	• Formal or semi-formal events
• Venue is dark or dimly lit limiting opportunity for observation by staff	• Venue is well lit with ample opportunity for observation by staff
• Sales of alcoholic beverages or BYOB events	• Alcoholic beverages prohibited with noticeably impaired or intoxicated attendees turned away at entrance points.
• No competing events affecting attendance at TU event	• Competing event elsewhere will affect attendance at TU event
• Anticipation of large attendance (or oversell)/ estimated attendance relative to venue	• Presence of other adults such as parents, faculty and staff from TU community/ Cap on attendance, event is ticketed in advance.
• Lack of timely notification to properly plan and staff event	• Advanced notice allowing ample time for proper planning and staffing
• Other factors determined by TUPD, Event & Conference Services, Environmental Health & Safety & Student Affairs	• Other factors determined by TUPD, Events & Conference Services, Environmental Health & Safety & Student Affairs

### **Precautionary Safety Measures During Entry to Event**

- **Wrist Banding**
  - Used when access and/or capacity needs to be monitored
    - Help staff identify which students belong in restricted areas or which specific organization staff is working the event.
    - Serves as admission and provide re-entry at some events.
  - Used to identify persons who have had their photo identification checked when alcoholic beverages are being served
  - Wristbands are provided for use to student events at no charge when necessary.

- **Ticketing**
  - Used for tracking capacity of the space. Ticketing is provided by the [University Box Office](#) free of charge when all tickets are free.
  - Student Organizations may charge a fee for tickets to their events, when not using SGA funds to pay for the event. See the Ticket Office for more information.
  
- **Wanding**
  - The process of waving a hand-held metal detector over guests to identify prohibited items.
  - Will be performed by contracted security or professional ECS staff at large events such as concerts, shows, sporting events, late night events and other events based on the risk factors associated with the event.
  
- **Bag Checks**
  - Will be performed by contracted security or professional ECS staff at events in the TU Arena, Unitas Stadium, concerts in PAWS, Late Night events, and other events on campus when necessary.
  - All guests will have their bags searched. Bag checks are conducted to remove prohibited items prior to entry.
  - Prohibited items include but are not limited to pepper spray, knives, weapons, cigarettes, vapes, alcohol, and selfie sticks.
  
- **Item Collection/Return**
  - Prohibited items will be collected before the entrance by contracted security or full time ECS staff and placed in an envelope at the gate.
  - Process: The guest will fill out the label on the envelope with their contact information. The envelope will remain at the gate with security staff and can be picked up as the attendee leaves the event.
  - If an attendee forgets to pick up their item, items may be retrieved from the University Union, Information Desk.

### Precautionary Safety Measures

- **Command Center**
  - The purpose of the Unified Command is to ensure the Incident Action Plan is executed, while simultaneously being able to assess, analyze, and respond effectively to any unplanned incidents, emergencies or changes necessitating modifications or emergency action.
  - Based on an event's size, complexity, risk level or history of past problems within the past three semesters, a Command Center will be utilized.
  - Following the principles of Incident Command Systems (ICS) there will be a Unified Command including staff with decision making authority. An incident action plan will be formulated ahead of time and reviewed and approved by all members of the Unified Command in advance.

- **Crowd Control**
  - The University through competitive bid has hired contracted security to handle crowd control and security at events. This staff performs several tasks including, crowd control, bag checks, wand and observation of an event to maintain a safe environment for all attendees.
- **Student Event Staff**
  - These students are certified as Crowd Control Managers through a program approved by the Maryland State Fire Marshall and are at the event for your safety.
  - They should be treated with the same respect as a professional Event Manager.
  - Required when using South Campus Pavilion, CLA (weekends), and TU Arena.
  - Also serves as the sound monitors at outdoor events and can be hired to collect tickets during ticketed events.
- **Ambulance**
  - Advance Life Support (ALS) ambulance service is standard at outdoor events with 2000+ attendees, all large student concerts in TU Arena, University commencement, and sporting events in Johnny Unitas Stadium with 2000+ expected attendance.
  - Ambulance service may be requested in advance for other events where this service is deemed necessary for safety reasons.
- **Paramedics**
  - The Paramedic acts as the first responder during a medical emergency, to initiate emergency medical service and stabilize a patient until an ambulance arrives.
  - Towson University requires medical personnel to be in attendance for events where crowds are expected to reach or exceed 500 people at many events.
  - They are also present at all walks/runs regardless of the size.
- **Severe Weather**
  - Severe weather may include approaching lightning or a tornado.
  - In the event of a lightning storm, you will be directed to move in a calm and orderly fashion to a Safe Zone. A Safe Zone is considered an area with walls, a roof, and floor. A vehicle is a Safe Zone if it has a hard top and the windows are rolled up.
  - During a tornado, the Safe Zone will be in a windowless hallway in the basement of a building.
  - Participants should be prepared to move as soon as they are directed to do so.



## Resources for You

Campus Resource	Contact Information
<a href="#"><u>Event &amp; Conference Services (ECS)</u></a>	<p><b>Reservations Management</b>  <i>Location:</i> University Union Suite 165  <i>Phone:</i> 410-704-2600  <i>Email:</i> <a href="mailto:reservations@towson.edu">reservations@towson.edu</a></p> <p><b>Event Manager Assistance</b>  <i>Location:</i> University Union Suite 147  <i>Hours:</i> Mon. – Fri., 8:30 a.m. – 4:30 p.m.  <i>Phone:</i> 410-704-2315</p>
<a href="#"><u>Tiger Hospitality Catering</u></a>	<p><i>Location:</i> University Union  <i>Phone:</i> 410- 704-3480  <i>Email:</i> <a href="mailto:tucatering@towson.edu">tucatering@towson.edu</a></p>
<a href="#"><u>Design + Graphic Services</u></a>	<p><i>Location:</i> University Union  <i>Hours:</i> Mon. – Fri., 9 a.m. - 5 p.m.  <i>Phone:</i> 410-704-2276</p>
<a href="#"><u>Parking Services</u></a>	<p><i>Location:</i> Union Garage, Lower Level  <i>Hours:</i> Mon. – Fri., 8 a.m. - 5 p.m.  <i>Phone:</i> 410-704-PARK (7275).  <i>Email:</i> <a href="mailto:upark@towson.edu">upark@towson.edu</a></p>
<a href="#"><u>West Village Commons Ticket Office</u></a>	<p><i>Location:</i> WVC 309  <i>Hours:</i> Mon. – Fri., 8:30 a.m. - 4:30 p.m.  <i>Phone:</i> 410-704-2284  <i>E-mail:</i> <a href="mailto:uuticketoffice@towson.edu">uuticketoffice@towson.edu</a></p>
<a href="#"><u>Student Activities</u></a>	<p><i>Location:</i> University Union Suite 251  <i>Hours:</i> Mon. – Fri., 9 a.m. - 5 p.m.  <i>Phone:</i> 410-704-3307  <i>Email:</i> <a href="mailto:studentactivities@towson.edu">studentactivities@towson.edu</a></p>
<a href="#"><u>Center for Diversity</u></a>	<p><i>Location:</i> University Union, Suite 343  <i>Hours:</i> Mon. – Fri., 8 a.m. - 5 p.m.  <i>Phone:</i> 410-704-2051  <i>E-mail:</i> <a href="mailto:diversityworks@towson.edu">diversityworks@towson.edu</a></p>

## General Campus Procedures

The information listed below is here to help guide you through University Policies and Procedures while planning your event. Some procedures have links with more information. Please be sure to read all the information below before speaking with your Event Manager.

### **Accessibility:**

If you have a guest with a disability needing accommodations, think about if you need accessible seating, accessible parking, captioning, hearing assistive devices, interpreter services, service animals, or advertising.

### **Banners:**

Student organizations may hang a banner from the pedestrian bridge that connects the University Union to the Union garage. Banners may not be hung with tape or any other type of adhesive. Banners must only be hung using string or wire ties. Banners may not exceed a size of six feet wide by three feet high. After the event is over all banners must be removed including string and wire ties. Banners may not mention alcohol or include offensive language. Banners that do not follow the above guidelines will be removed without warning. Damage or cleaning expense required due to improperly hung banners will be the responsibility of the group hanging the banner. Banners may not be hung from the Osler Drive and Burke Avenue bridges.

### **Tiger Hospitality Catering:**

Tiger Hospitality Catering is the University's exclusive contracted caterer. All catering and refreshments must be provided by Tiger Hospitality Catering. They have the "right of first refusal" clause in their contract for providing all food and catering service on campus. If you wish to have food or catering from a different vendor, you must complete the food waiver. However, food or catering services costing \$100 or less may be used without filling out the food waiver.

[Student Catering Menu](#)

[How to Order Online \(video tutorial\)](#)

### **Chalking:**

The use of sidewalk chalk by students is considered an acceptable way to promote campus events; to make announcements; and to share messages. Sidewalk chalking is a privilege granted to University student organizations. See chalking policy linked above.

### **Co-Sponsorships:**

Off-campus entities may co-sponsor campus events via monetary contributions or provision of products/services necessary for the success of the planned event. Such contributions will be viewed as donations to the campus sponsor and will incur no reciprocal obligations other than those agreed upon by that organization and approved by the University.

All profits realized from any co-sponsored event must be directed to the sponsoring student organization or the charitable organization designated by the campus sponsor.

### **Digital Signage:**

To have your confirmed event promoted on digital displays in the Union and WVC, contact [Design + Graphic Services](#).

### **Food Waiver:**

Use this [form](#) when requesting a waiver of services from Tiger Hospitality Catering, in particular, for those wishing to provide their own food for their event which is over \$100 or for those who wish to use a caterer not associated with Towson University. Food waivers must be submitted a minimum of 10 days prior to the event to be considered. Once submitted, a decision will be made within 2 business days. *Submitting a food waiver request does not guarantee approval.*

### **Fire Permit:**

A fire permit is required when cooking on a grill and any open fires in Glen Fire Pit. Fire Permit must be sent 10 days before scheduled event for approval. Submitting a fire permit does not always guarantee an approval. In addition, a grill use form must be completed and turned in to your Event Manager prior to your event.

[Paws Lawn Grill Use Form](#)

[Glen Fireplace Use Form](#)

[Other Grill Locations Use Form](#)

### **Fundraising:**

Student organizations are encouraged to fundraise for their group's needs or for a charitable cause. All recognized student organizations receive a University bank account through SGA and must immediately deposit all money raised into this account for safekeeping and tracking purposes. Deposits can be made at the Auxiliary Services Business Office. Some fundraisers may require a Baltimore County Gaming Permit.

### **Inclement Weather:**

- Rain/weather calls for ECS Staffing & equipment must be made by noon the day prior to the event. Calls must be made by Friday at 12p for Sunday events. Cancellations after this time, will still be charged for equipment/services.
- ECS reserves the right to not deliver equipment outdoors during inclement weather. Your Event Manager will notify you if this decision is made.
- In the event of lighting in the area, ECS will cancel your event until the warning has been suspended.
- Snow policy. (In the event the University closes due to inclement weather, your event will also be canceled.)
- [Text Alerts](#)
- [Emergency Closing Information](#)

### **Master Calendar:**

Click the above link to view all of Towson University's events!

### **Misrepresentation/Fronting:**

Student groups are expected to make reservations only for the purposes of their organizations. Any group who is found to have made a reservation for another purpose or entity will have their reservation cancelled and the offending group will be sent to Student Conduct for furnishing false information.

### **[Movie Screening:](#)**

In order to screen a movie on campus, you must attain the Copyright License. For more information, contact the *Office of Student Activities* at 410-704-3307

### **[Noise & Lighting Policy:](#)**

All outdoor events must follow the sound and lighting guidelines set by the Code of Maryland Regulations. When having amplified sounds at an outdoor event, a sound monitor must be hired by ECS. Additional charges will apply.

[Core Campus Noise Standards](#)

### **[Parking Services:](#)**

If your event has off campus guests who do not have parking permits, consider contacting parking services to obtain permits. Vehicles parked on campus must display a valid permit or be parked at a paid meter from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. Contact Parking Services if you have any questions.

### **Posting Flyers:**

If you are interested in posting flyers in an academic building or Housing and Resident Life buildings, please click the links below for more information.

[Academic Posting](#)

[Housing and Resident Life Posting Policy](#)

### **Inadmissible Items**

For the safety and security of guests' specific items are inadmissible at events. It is the organization's responsibility to ensure all attendees are in accordance with the University's policies. Helium filled balloons are not permitted inside Ballrooms and TU Area. SAFE Management can be hired, at the organization's expense, to perform bag checks and wandings upon entry.

[Prohibited Items](#)

[Weapons Policy](#)

### **[Raffles:](#)**

Any events having a raffle where tickets are purchased, or any sort of gambling takes place, must have a permit from the Baltimore County Office of Licenses and Permits. **This process can take quite a while to navigate, so please start at least 4-6 weeks prior to your event.** (For assistance, contact the [Office of Student Activities](#) at 410-704-3307).

### **[Student Alcohol Policy:](#)**

Student events with alcohol must be requested and sponsored by a student organization that is registered through the University. The intent to serve alcohol at the event must be presented at time of booking. Final approval is required from the AVP of Campus Life. The organization's advisor must be present for the duration of the event.

[University Alcohol Policy for Non-Student Events](#)

### **Ticket Office:**

If your event is ticketed, please contact the Union's ticket office. Requests MUST be made 10 business days in advance. Everyone from your group who will be attending INCLUDING your guests will all need tickets! Capacity of your event must be set with your Event Manager prior to your event going on sale.

### **Time Place & Manner:**

University students, faculty, and staff have the right to engage in protected speech and assembly, including demonstrations, marches, picketing, leafleting and protesting (“Expressive Activity”) in On-Campus Public Areas. For information on how to have this event on campus please click the link above.

### **University Decorations Policy:**

For a list of decorating guidelines, prohibited items, and the Do's and Do Not's of decorating at your event, please read the link above. Only **blue painters tape should be used when hanging anything on the walls**. Two of the biggest things to know are that open flames of any kind and glitter is not allowed! Helium filled balloons are not permitted in any Ballroom space.

### **Zero Waste Event :**

While planning your event, please keep in mind the various ways you can make your event green! You can refer to the TU Green Event Planning Guide provided by [The Office of Sustainability](#) for tips on how to make your event as eco-friendly as possible. If you would like to request a compost bin and compostable bags for your event, please contact your ECS Event Manager. The Office of Sustainability can be reached at 410-704-2034 or [sustainability@towson.edu](mailto:sustainability@towson.edu)

## Index/Quick Search

<a href="#">25Live</a>	<a href="#">Misrepresentation/Fronting</a>
<a href="#">Accessibility</a>	<a href="#">Movie Screening</a>
<a href="#">AS-IS</a>	<a href="#">Medic</a>
<a href="#">Academic Buildings</a>	<a href="#">Noise &amp; Lighting Policy</a>
<a href="#">Alcohol</a>	<a href="#">Open Flame Policy</a>
<a href="#">Authorized Student Representative</a>	<a href="#">Parking</a>
<a href="#">Banners</a>	<a href="#">Planning deadlines</a>
<a href="#">Bag Check</a>	<a href="#">Posting</a>
<a href="#">Catering</a>	<a href="#">Raffles</a>
<a href="#">Chalking</a>	<a href="#">Reservation Process</a>
<a href="#">Co-Sponsorship</a>	<a href="#">Security</a>
<a href="#">Core Campus Noise</a>	<a href="#">Set Ups</a>
<a href="#">Digital Signage</a>	<a href="#">Severe Weather</a>
<a href="#">Expenses</a>	<a href="#">Sound Monitor</a>
<a href="#">Fire Permit</a>	<a href="#">Staffing</a>
<a href="#">Food waiver</a>	<a href="#">Sustainability</a>
<a href="#">Fundraising</a>	<a href="#">Tables &amp; Chairs</a>
<a href="#">Housekeeping</a>	<a href="#">Tech costs</a>
<a href="#">Important dates</a>	<a href="#">Ticketing</a>
<a href="#">Inclement Weather</a>	<a href="#">Time, Place &amp; Manner</a>
<a href="#">Large Limited Capacity Event</a>	<a href="#">Wanding</a>
<a href="#">Liability Waivers</a>	<a href="#">Wristbands</a>
<a href="#">Master Calendar</a>	<a href="#">Zero Waste</a>