Student Guide to Planning Events
Updated 11/10/22

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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:

<table>
<thead>
<tr>
<th>Reservations</th>
<th>Event Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>UU 165</td>
<td>UU 147</td>
</tr>
<tr>
<td>410-704-2600</td>
<td>410-704-2315</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Important University Dates &amp; Signature Weekends for 2022-2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day Weekend</td>
</tr>
<tr>
<td>Family Weekend</td>
</tr>
<tr>
<td>Homecoming Week</td>
</tr>
<tr>
<td>Fall Finals Begin***</td>
</tr>
<tr>
<td>Spring Break</td>
</tr>
<tr>
<td>Reservations Open for Fall 2023</td>
</tr>
<tr>
<td>TigerFest Week</td>
</tr>
<tr>
<td>Finals Begin***</td>
</tr>
</tbody>
</table>

*** Scheduling of events and meetings during finals week is not permitted. ***

ECS encourages students to submit events at least 21 days in advance, below are important timelines when planning events:

<table>
<thead>
<tr>
<th>21 Days</th>
<th>Large events (e.g., outdoor social events, fashion shows, pageants, concerts, walks and runs) require a reservation to be made at least 21 days in advance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Days</td>
<td>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. Outdoor events</td>
</tr>
<tr>
<td>13 Days – 24 hours</td>
<td>Events and meetings planned between 13 days and 24 hours will have their event space setup request accommodated, however, requests requiring Technical Services or staffing will not be guaranteed and will be fulfilled based on staffing and equipment availability.</td>
</tr>
<tr>
<td>10 Days</td>
<td>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.</td>
</tr>
<tr>
<td>24 hours</td>
<td>Reservation requests will be granted on an “As-Is” basis – meaning any existing setup will need to be used. No additional services will be provided.</td>
</tr>
</tbody>
</table>
The Reservation Process

A reservation is required when using space on campus. Student organizations must be registered through Involved@TU and in good standing with the University to reserve space on campus. 25Live is the University reservation system used when requesting space on campus. 25Live is a web-based system which allows users to see space availability and bookings in real time.

Each student organization is permitted to have TWO Authorized Representatives, who will submit all organization reservations through 25Live. Prior to authorization, each Representative must:

1. Complete the video tutorial, Student Guide to Planning Events Course, in Blackboard.
2. The representative must complete all 4 quizzes with a score of 80% or better.
3. After completion the representative will receive an email and MUST contact Reservations, reservations@towson.edu, to confirm their organization name prior to submitting reservations. Authorized Representatives’ information and authorization will be maintained until the following academic year.

In the event the authorized representatives change during the semester or academic year, please include which previous representative you are replacing in the email to Reservations.

The initial reservation period opens the 1st Monday in April and runs through the beginning of August. During this time organizations are permitted to request:

- 1 weekly meeting (limited to 2 hours)
- 1 event per semester

In mid-August and mid-January, after academic classroom reservations have been finalized, organizations may put in additional requests. Registered Authorized Representatives will be notified when reservations open each semester.

Reservations must ALWAYS be submitted in advance. Here are some helpful timelines to consider prior to putting in a reservation.

IMPORTANT FACTS about Reservations:

- Office is only open Monday – Friday 8:30a-4:30p, submit requests in a timely fashion
- You must have a reservation confirmation to be permitted in the room
- Filling out the reservation form is NOT a confirmation. You will receive an email confirmation from Reservations when your event has been confirmed.
- Once your event location is confirmed, you will then work with an Event Manager to determine the logistics including event setup, tech, staffing, etc.
Reservable Space

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

<table>
<thead>
<tr>
<th>Indoor Space</th>
<th>Outdoor Space</th>
<th>Outdoor Tabling:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Classrooms*</td>
<td>Burdick Field 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td>Center for the Arts*</td>
<td>CLA Lawn</td>
<td>Cook Beach 1 &amp; 2</td>
</tr>
<tr>
<td>SECU Arena*</td>
<td>Freedom Square</td>
<td>Freedom Square</td>
</tr>
<tr>
<td>South Campus Pavilion</td>
<td>Glen Picnic Area</td>
<td>Speaker Circle</td>
</tr>
<tr>
<td>Stephens Hall Theater *</td>
<td>Parking lots*</td>
<td>Under the Lecture Hall 1 &amp; 2</td>
</tr>
<tr>
<td>Towson Center*</td>
<td>Newell Field</td>
<td></td>
</tr>
<tr>
<td>University Union</td>
<td>Paws Pavilion &amp; Lawn</td>
<td>Indoor Tabling:</td>
</tr>
<tr>
<td>West Village Commons</td>
<td>Speaker Circle</td>
<td>UU 1st &amp; 2nd Floor Lobbies</td>
</tr>
<tr>
<td></td>
<td>Tiger Plaza</td>
<td>WVC 1st &amp; 2nd Floor Lobbies</td>
</tr>
<tr>
<td></td>
<td>Towsontown Field</td>
<td></td>
</tr>
<tr>
<td></td>
<td>West Village Lawn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapman Quad</td>
<td></td>
</tr>
</tbody>
</table>

* 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 classroom 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 or tobacco products may be contributed 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.
- 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 Party**
- Events ending after 11pm. 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 217).

**Meetings**
- Limited to 2 hours
- No amplified sound

**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 2 hours.
- Conference rooms in the Union & West Village Commons are pre-set Sunday – Wednesday after 5pm 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.
Indoor tabling locations in UU and WVC are available on the 15th of the month prior to reservation date, requests must be made and confirmed through 25Live.

Outdoor 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.**

**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.

*(See next page for Step 5 for Planning an Event)*
• **Step 5: Staffing**
  - Sound Monitor
  - Event Staff (pavilion monitor, building manager, CRS staff)
  - Ticket Taker
  - Onsite tech
  - Housekeeping
  - Medic
  - SAFE
  - 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
    - Black & Gold
    - Food Waiver

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**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

<table>
<thead>
<tr>
<th>Audio Only (in room sound w/ 1 wired mic)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting/Conference Room</td>
<td>$25.00</td>
</tr>
<tr>
<td>2 Meeting/Conference Rooms combined</td>
<td>$40.00</td>
</tr>
<tr>
<td>1 Ballroom</td>
<td>$47.00</td>
</tr>
<tr>
<td>2 Ballrooms combined</td>
<td>$72.00</td>
</tr>
<tr>
<td>3 Ballrooms combined</td>
<td>$97.00</td>
</tr>
<tr>
<td>4 Ballrooms combined</td>
<td>$120.00</td>
</tr>
<tr>
<td>All Ballrooms combined</td>
<td>$150.00</td>
</tr>
<tr>
<td>South Campus Pavilion</td>
<td>$125.00</td>
</tr>
<tr>
<td>Portable sound system (outdoors)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Additional Wired Microphone</td>
<td>$7.50</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$15.00</td>
</tr>
<tr>
<td>Flip Chart with markers</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### Visual Package

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen &amp; projector ONLY</td>
<td>$75.00</td>
</tr>
<tr>
<td>Screen, projector &amp; ECS laptop</td>
<td>$100.00</td>
</tr>
<tr>
<td>Screen with table only</td>
<td>$20.00</td>
</tr>
<tr>
<td>Screen only</td>
<td>$5.00</td>
</tr>
<tr>
<td>South Campus Pavilion</td>
<td>$125.00*</td>
</tr>
<tr>
<td>Flip Chart with markers</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

*Additional labor charges will apply.

## Advanced Tech Packages

(Additional labor charges will apply)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
<th>Minimum labor required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotlight</td>
<td>$50.00</td>
<td>1 hour setup, 1 hour for breakdown</td>
</tr>
<tr>
<td>12 can Lighting Package</td>
<td>$175.00</td>
<td>2 hours setup, 1 hour breakdown</td>
</tr>
<tr>
<td>24 can Lighting Package</td>
<td>$325.00</td>
<td>2 hours setup, 1 hour breakdown</td>
</tr>
<tr>
<td>Standard Concert Package</td>
<td>$300.00</td>
<td>Price includes setup, breakdown, &amp; 2 event hours; additional labor required for events over 2 hours.</td>
</tr>
<tr>
<td>Full Concert Package</td>
<td>$650.00</td>
<td>Price includes setup, breakdown, &amp; 6 event hours; additional labor required for events over 6 hours.</td>
</tr>
<tr>
<td>Open Mic Package</td>
<td>$250.00</td>
<td>Price includes setup, breakdown, and 5 event hours; additional labor required for events over 5 hours.</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Indoor Events</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipe &amp; Drape</td>
<td>$1/ft</td>
<td>Black pipe &amp; drape, charged by width</td>
</tr>
<tr>
<td>Tablecloth</td>
<td>$6.00</td>
<td>White 52” x1 14”</td>
</tr>
<tr>
<td>Box skirt</td>
<td>$10.00</td>
<td>Black box skirt for 6’ tables</td>
</tr>
</tbody>
</table>

### Outdoor Events

| Trash & Recycling Box | $27.75 | 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).
  - Events ending after 7pm Friday and Saturday, will incur breakdown charges as staff is not scheduled to be on site.

- **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

<table>
<thead>
<tr>
<th>Labor</th>
<th>Hourly Rate</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Monitor</td>
<td>$18.00</td>
<td>3 hr. Minimum</td>
</tr>
<tr>
<td>Tech Crew</td>
<td>$39.00</td>
<td>Crew Chief, 1 hour minimum</td>
</tr>
<tr>
<td></td>
<td>$30.00</td>
<td>Senior Tech, 1 hour minimum</td>
</tr>
<tr>
<td></td>
<td>$17.00</td>
<td>Student Tech, 1 hour minimum</td>
</tr>
<tr>
<td>SAFE Crowd</td>
<td>$26.16</td>
<td>Crowd Control, 3 hour minimum</td>
</tr>
<tr>
<td>Management</td>
<td>$28.92</td>
<td>Supervisor (1 per 6 staff), 3 hour minimum</td>
</tr>
<tr>
<td>Medic</td>
<td>$34.00</td>
<td>3 hour Minimum</td>
</tr>
<tr>
<td>TUPD</td>
<td>$70.00</td>
<td>3 hour minimum</td>
</tr>
<tr>
<td>ABM</td>
<td>$23.50</td>
<td>½ hour minimum, when required</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>$85.00</td>
<td>Flat fee for South Campus Pavilion</td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>Factors that may increase risk levels for an event</th>
<th>Factors that may decrease risk levels for an event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Need for personal protection for speakers, performers or guests</td>
<td>• No needs for personal protection for speakers, performers or guests</td>
</tr>
<tr>
<td>• Guests will be on campus at multiple locations</td>
<td>• Guests will be on campus at one general location</td>
</tr>
<tr>
<td>• Open to general public (non-TU guests)</td>
<td>• Limited to TU students, faculty and/or staff</td>
</tr>
<tr>
<td>• Patrons are NOT screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)</td>
<td>• Patrons are screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)</td>
</tr>
<tr>
<td>• Off-campus advertising (non-TU guests)</td>
<td>• On-campus advertising only (TU students only)</td>
</tr>
<tr>
<td>• Cash intake/handling/money escort operations (ticket sales, product sales, donations accepted, etc.)</td>
<td>• Advanced ticket sales only with no “walk-up” ticket purchases allowed</td>
</tr>
<tr>
<td>• Prior events of similar nature with a recent history (within past three semesters) of safety problems or required police involvement</td>
<td>• Prior events of similar nature with no history of safety problems or required police actions (within past three semesters)</td>
</tr>
<tr>
<td>• Past midnight or normal building closing time</td>
<td>• Day Time Event or event ends before building closing time</td>
</tr>
<tr>
<td>• Outdoor venue or festival style</td>
<td>• Indoor venue or seated event</td>
</tr>
<tr>
<td>• Live/amplified entertainment</td>
<td>• No live/amplified entertainment</td>
</tr>
<tr>
<td>• Complexity of multiple events occurring at the same time stressing campus resources capacity</td>
<td>• Single event or small number of events occurring simultaneously with little or no stressing of campus resources</td>
</tr>
<tr>
<td>• No attendance figures or history of attendance</td>
<td>• Historically lower attendance</td>
</tr>
<tr>
<td>Venue has large number of entrance points requiring staffing coverage</td>
<td>Venue has small number of entrance points requiring staffing coverage</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>No Student Affairs oversight and presence at student events</td>
<td>Student Affairs oversight and presence at student events</td>
</tr>
<tr>
<td>Traffic control needs</td>
<td>No traffic control needs</td>
</tr>
<tr>
<td>Casual events</td>
<td>Formal or semi-formal events</td>
</tr>
<tr>
<td>Venue is dark or dimly lit limiting opportunity for observation by staff</td>
<td>Venue is well lit with ample opportunity for observation by staff</td>
</tr>
<tr>
<td>Sales of alcoholic beverages or BYOB events</td>
<td>Alcoholic beverages prohibited with noticeably impaired or intoxicated attendees turned away at entrance points</td>
</tr>
<tr>
<td>No competing events affecting attendance at TU event</td>
<td>Competing event elsewhere will affect attendance at TU event</td>
</tr>
<tr>
<td>Anticipation of large attendance (or oversell)/estimated attendance relative to venue</td>
<td>Presence of other adults such as parents, faculty and staff from TU community/ Cap on attendance, event is ticketed in advance</td>
</tr>
<tr>
<td>Lack of timely notification to properly plan and staff event</td>
<td>Advanced notice allowing ample time for proper planning and staffing</td>
</tr>
<tr>
<td>Other factors determined by TUPD, Event &amp; Conference Services, Environmental Health &amp; Safety &amp; Student Affairs</td>
<td>Other factors determined by TUPD, Events &amp; Conference Services, Environmental Health &amp; Safety &amp; Student Affairs</td>
</tr>
</tbody>
</table>

**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
  o Will be performed by contracted security or professional ECS staff at events in the SECU Arena, Unitas Stadium, concerts in PAWS, Late Night events, and other events on campus when necessary.
  o All guests will have their bags searched. Bag checks are conducted to remove prohibited items prior to entry.
  o Prohibited items include but are not limited to pepper spray, knives, weapons, cigarettes, vapes, alcohol, and selfie sticks.

• Item Collection/Return
  o Prohibited items will be collected before the entrance by contracted security or full time ECS staff and placed in an envelope at the gate.
  o 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.
  o If an attendee forgets to pick up their item, items may be retrieved from the University Union, Information Desk.

Precautionary Safety Measures

• Command Center
  o 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.
  o 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.
  o 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
  o 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, wanding and observation of an event to maintain a safe environment for all attendees.

• Student Event Staff
  o 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.
  o They should be treated with the same respect as a professional Event Manager.
  o Required when using South Campus Pavilion, CLA (weekends), and SECU Arena.
  o 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 SECU 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

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| **Event & Conference Services (ECS)** | **Reservations Assistance**  
  *Location:* University Union Suite 165  
  *Phone:* 410-704-2600  
  *Email:* reservations@towson.edu  
  **Event Manager Assistance**  
  *Location:* University Union Suite 147  
  *Hours:* Monday- Friday, 8:30 a.m. – 4:30 p.m.  
  *Phone:* 410-704-2315 |
| Black & Gold Catering    | **Location:** 10 West  
  *Phone:* 410-704-3480  
  *Email:* bgcatering@towson.edu |
| Art Services             | **Location:** University Union Suite 226  
  *Hours:* Monday – Friday, 9 a.m. - 5 p.m.  
  *Phone:* 410-704-2276 |
| Parking Services         | **Location:** Union Garage, Lower Level  
  *Hours:* Monday – Friday, 8 a.m. - 5 p.m.  
  *Phone:* 410-704-PARK (7275).  
  *Email:* upark@towson.edu |
West Village Commons
Ticket Office

**Location:** WVC 309  
**Hours:** Monday – Friday, 8:30a - 4:30p  
**Phone:** 410-704-2284  
**E-mail:** uuticketoffice@towson.edu

Student Activities

**Location:** University Union Suite 251  
**Hours:** Monday – Friday, 9 a.m. - 5 p.m.  
**Phone:** 410-704-3307  
**Email:** studentactivities@towson.edu

Center for Diversity

**Location:** University Union, Suite 343  
**Hours:** Monday – Friday, 8 a.m. - 5 p.m.  
**Phone:** 410-704-2051  
**E-mail:** diversityworks@towson.edu

*** Due to continued construction, some offices may relocate during the semester.

**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.

**Black & Gold Catering:**
Black & Gold is the University’s exclusive contracted caterer. All catering and refreshments must be provided by Black & Gold. 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 $250 or less may be used without filling out the food waiver.

Student Catering
Student Catering Guide Menu
**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 event advertised on digital displays in the Union and WVC, fill out this form at least 14 days prior to your event. You’ll be able to find out how much time in advance you can start promoting your event on the policy. See digital signage request form.

**Food Waiver:**
Use this form when requesting a waiver of services from Black & Gold Catering, in particular, for those wishing to provide their own food for their event which is over $250 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 48 hours before scheduled event for approval. Submitting a fire permit may 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. See fire permit and grill use forms.

**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 SECU Area. SAFE Management can be hired, at the organization's expense, to perform bag checks and wanding 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. **Blue painters tape should ONLY be used when hanging anything on the walls.** Two of the biggest things to know is 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)
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