

# University Standards Student Guide to Planning Events

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## Introduction

Being a Towson University recognized student organization has many responsibilities, including the opportunity to utilize space and resources on campus to host events.

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 to ensure the safety and well-being of the campus community.

Towson University prides itself in establishing, maintaining, and encouraging an array of co-curricular activities on campus. We encourage organizations to develop events that enhance a sense of community, value diversity, and honor tradition. We want to ensure that your experience with planning and participating in events on campus is enjoyable and rewarding.

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).

Event and Conference Services (ECS) is divided into two main offices:

- In UU 119, students are able to speak directly to Reservations should they have any issues with the online [reservation form](#). The office line is 410-704-2600.
- In UU 212 (next to the University Union Information Desk) students are able to speak with an Event Manager for any questions regarding the details of their event. The main office line is 410-704-2315. Office hours are Monday through Friday 9am to 6pm.

**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

Student meetings and events are scheduled during the semester through ECS. Scheduling events during finals week is not permitted.

### Signature Weekends in 2016-2017

Labor Day Weekend	September 1 – 4, 2017
Family Weekend	October 13 – 15, 2017
Homecoming Week	October 22 – 28, 2017
TigerFest Weekend	April 27 - 28, 2018

We will make every attempt to accommodate labor intensive events booked during Signature Weekends given our limited space and resources.

### Planning Deadlines

<b>21 Days</b>	Large limited capacity events (e.g., concerts, walks and runs) require at least a 21 day notice.
<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 a fourteen (14) days in advance.
<b>13 Days – 24 hours</b>	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.
<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 will be granted on an “As-Is” basis – meaning any existing setup will need to be used. No additional services will be provided.

## Reservation Process

### *Who may reserve space?*

Groups must be University registered student organizations in "Involved @ TU" and in good standing to reserve space (e.g. not on probation and financial arrears). If you need information regarding your financial standing, please contact the SGA Accounts Manager located in UU 226; [vyoung@towson.edu](mailto:vyoung@towson.edu).

**TWO Authorized Representatives** from each organization may reserve space/submit reservation forms. ALL reservations will be listed as 'tentative' until both assigned organizational planners have completed the Student Guide to Planning Events Course and passed the 4 quizzes with a score of 80% or better. Student organizational planners who are authorized to access the Student Guide to Planning Events Course may do so by going to the following link: <http://blackboard.towson.edu/>

Once ECS is notified that both assigned organizational planners have complete the Student Guide to Planning Events Course, the contact information for that group will be maintained until the following school year or until a position change within the organization itself.

### *How can I make a reservation?*

Click on the link and complete the reservation form. [Make a reservation here.](#)

### *When can you reserve space?*

During the spring 2017 semester, initial space requests can be submitted beginning Monday, April 3. Additional reservations will be taken on a first-come, first-served basis beginning Monday, April 17, 2017 (reminder of date will be sent via email). [Make a reservation here.](#)

**IMPORTANT:** Filling out a reservation form does not guarantee the space you requested. When submitting the form, you will receive an email from reservations that they have received your request. **THIS IS NOT A CONFIRMATION!**

**\*Also technical services/set up is not guaranteed based on this request.**

After the reservation form is reviewed and processed, you will receive an email confirmation. Please check your reservation confirmation for exact dates and locations. At the same time, you will be assigned an Event Manager to help you in the event planning process.

**DO NOT** advertise for an event **UNTIL** you receive an email confirmation.

- To check the availability of the space prior to submitting the Reservation Form, [click here.](#)
- To access the online Reservation Form, [click here.](#)
- For general questions pertaining to Reservations, please e-mail [reservations@towson.edu](mailto:reservations@towson.edu).

### ***How much space can you reserve?***

During the initial reservation period from April 3 through April 17, 2017, organizations may request one weekly meeting and two large events (one per semester). After April 17, additional events and meetings may be requested as space allows.

### ***What space can you reserve?***

#### **Academic Classroom Usage for Student Groups**

Expectations: Students and other users of classroom space are expected to respect the space, furniture, equipment, and building. Classrooms are to be returned to their original state and noise level is to be kept to a minimum. Usage of academic space is a privilege and groups using the space must be very conscious that classes are in session and cannot be disturbed. Consequences for violations including disturbing a class may result in fines and/or loss of privileges.

\*Classroom space: reserve through ECS reservations system and Registrar's Office based on availability.

#### **Burdick Hall Gyms**

Reserved through ECS reservations system, Campus Recreation Services (CRS) approves based on availability. Currently not available due to construction through the summer of 2017.

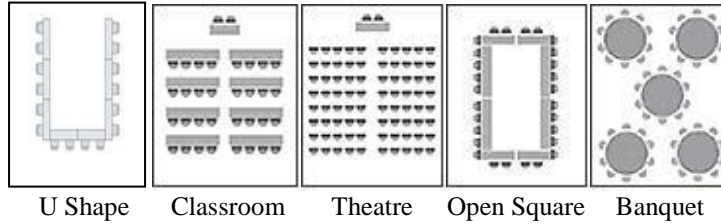
**Outdoor Space** – The following spaces can be reserved through the ECS reservation system

- **Beach** - Amplified sound is not permitted at this location.
- **Burdick Field:** - After submitted to ECS Reservations, CRS approves based on availability. Click for [Burdick Field Policies](#).
- **CLA Lawn** - There are specific sound limitations for this space.
- **Freedom Square** - After submitted to ECS Reservations, the Director of Civic Engagement and Leadership must approve use. There are specific sound limitations for this space.
- **Newell Field**
- **Paws Pavilion**
- **South Campus Pavilion**
- **Speaker Circle** - There are specific sound limitations for this space.
- **Tiger Plaza** - There are specific sound limitations for this space.
- **Under the Lecture Hall** – This area may not be reserved for an event. It is a tabling location only. Please see the [Tabling Procedures](#).

## Specialty Space

- **Johnny Unitas Stadium** – Johnny Unitas Stadium may be used for major student events, however, reserving the stadium is difficult due to the number of events and practices which take place in this venue. Concerts and other large events should be avoided due to the probability of severe weather which has frequently interfered or cancelled programming in the past.
- **Minnegan Room** – This venue is limited to high level student events that warrant use of this specialized venue. Housekeeping charges apply when food is served.
- **South Campus Pavilion** – This venue is usable for student events which warrant use of this specialized space. Improvements to the pavilion over time will include: window walls, heating / air conditioning and restroom facilities. An attendant and housekeeping charges apply to use of this venue.
- **SECU Arena** – This venue is usable for major student events which warrant and have the funding to cover the incremental costs of using this specialized space. Events like the SGA inauguration is a perfect use of the SECU concourse.
- **Center for the Arts & Stephens Hall Theaters** – This venue is usable for major student events which warrant and have the funding to cover the incremental costs of using this specialized space as available.
- **Towson Center** – This venue is the practice facility for many of TU's Division I athletic teams and academic space for classes. Due to heavy usage, a limited number of student events can use this space based on availability.

## Facility and Set-Ups with Capacity Limits



### University Union (UU)

Space	Classroom	Theater	U-Shape	Open Square	Number of Round Tables
					rounds of 8 or 9 chairs squares of 8
<b>Chesapeake I</b>	96	200	54	64	15
<b>Chesapeake II</b>	96	200	54	64	15
<b>Chesapeake III</b>	96	200	54	64	15
<b>Chesapeakes I &amp; II</b>	192	400			30
<b>Chesapeakes II &amp; III</b>	192	400			30
<b>Chesapeakes I - III</b>	288	600			45
<b>UU 305</b>	36	80	24	36	5 squares of 8
<b>UU 306</b>	36	80	24	36	5 squares of 8
<b>UU 307</b>	15	30	15	18	
<b>UU 308</b>	15	30	15	18	
<b>UU 314</b>	18	40	15	18	
<b>UU 315</b>	18	40	15	18	
<b>UU 316</b>	12	20	15	18	
<b>UU 314 &amp; 315</b>	36	75	30	36	
<b>UU 315 &amp; 316</b>	30	75	30	36	
<b>UU 314 - 316</b>	48	100		42	
<b>Loch Raven</b>	72	100	33	42	7
<b>Potomac Lounge</b>	180	320	45	54	35
<b>Susquehanna 1</b>	AS-IS				
<b>Susquehanna 2</b>	AS-IS				
<b>Susquehanna Terrace</b>	48	150	21	60	12 rounds 5 squares
<b>Patuxent Room</b>	AS-IS				
<b>PAWS</b>		100			
<b>PAWS Pavilion</b>					11 tables in the pavilion are permanent + 8 rounds outside

**West Village Commons (WVC)**

Space	Classroom	Theater	U-Shape	Open Square	Number of Round Tables
					rounds of 8 or 9 chairs squares of 8
<b>WVC Ballroom A</b>	96	220	54	64	15
<b>WVC Ballroom B</b>	96	220	54	64	15
<b>WVC Ballroom C</b>	96	220	54	64	15
<b>WVC Ballrooms A &amp; B</b>	192	440			35
<b>WVC Ballrooms B &amp; C</b>	192	440			35
<b>WVC Ballrooms A – C</b>	288	660			55
<b>WVC 305</b>	36	66	24	30	5 squares
<b>WVC 306</b>	27	60	24	30	4 squares
<b>WVC 307</b>	36	66	24	30	5 squares



## Student Event Planning

The planning process for an event should begin before a student visits ECS. The TWO Authorized Representatives (two per student group) should meet with their event committee and work out the most important details beforehand. The student(s) assigned to develop the event will meet with their Event Manager to plan and coordinate the event.

*\*Note: Your Event Manager will be assigned after your reservation is submitted.*

### Important details include:

- What type and/or purpose of event?
- What possible dates, times, locations to hold the event?
- Who/how many people will attend?
- How will the space be set-up?
- Does the event require audio/visual (technical) needs?
- Will the event involve food/beverage?
- How will the event be advertised?
- What is the budget for the event?\*

\*Events estimated over \$500 must be verified by SGA to ensure funding is available.

After determining the details and reserving space, you will be assigned an Event Manager.

**Your assigned Event Manager** will assist with the planning and execution of your event. They will help meet your event goals, maintain a safe environment and adhere to University policies and procedures.

### Student Organization Assigned Duties – For Large Limited Capacity

To access the [Student Event Planning checklist](#)

To access the [Large Limited Capacity Events Procedure](#) & for [Late Night Dance Party Procedures](#).

**All contracts and agreements MUST be signed by the Director of Student Activities. Under NO circumstances can a student sign a contract or agreement.** More information on contracts may be found on page 18 under Events with Entertainment, Vendors, and Other.

## E&CS Rates 2016 – 2017 Sound & Audio Visual Equipment

Basic set-up and breakdown labor included on all rates for the Union and WVC - any event that takes place other than inside the Union or West Village will require set-up/break-down labor charges and potentially an onsite technician. Certain events, speakers or performers may require a technician on site thus incurring additional labor expenses. All sound packages include wired microphones, wireless microphones are additional charges. [Estimated Tech Package Costs for Student Events.](#)

University Union Audio	
Chesapeake 1	\$47.00
Chesapeake 2	\$47.00
Chesapeake 3	\$47.00
Chesapeake's 1 & 2	\$72.00
Chesapeake's 2 & 3	\$72.00
Chesapeake's 1 - 3	\$97.00
Potomac Lounge	\$97.00
Loch Raven	\$47.00
UU 305	\$25.00
UU 306	\$25.00
UU 307	\$25.00
UU 308	\$25.00
UU 314	\$25.00
UU 315	\$25.00
UU 316	\$25.00
UU 314 & 315	\$40.00
UU 315 & 316	\$40.00
UU 314 - 316	\$47.00

West Village Commons Audio	
Ballroom A	\$47.00
Ballroom B	\$47.00
Ballroom C	\$47.00
Ballrooms A & B	\$72.00
Ballrooms B & C	\$72.00
Ballrooms A - C	\$97.00
WVC 305	\$25.00
WVC 306	\$25.00
WVC 307	\$25.00

Outdoor Audio	
Portable Sound	\$75.00
PAWS Pavilion	\$75.00
Paws Pavilion + Portable Sound	\$150.00

*\*All outdoor sound requires a sound monitor*

Visual Packages	
#1 - Projector, screen, cables, power	\$75.00
#2 - Projector, screen, <b>laptop</b> , cables, power	\$100.00
Screen with table and power	\$20.00
screen only	\$5.00

Concert Equipment – Requires at least 21 days' notice		
Open Mic		\$200.00
Concert Sound (small acts)		\$275.00
Full Front of House Concert		\$550.00
Lighting	12 can package	\$175.00 + Labor
	24 can package	\$325.00 + Labor
Spotlight		\$50.00 + Labor

*Additional Labor may be required for Concert Equipment*

<b>Additional Equipment</b>	
Additional microphone (wired)	\$7.50
Additional microphone (wireless)	\$15.00
Mixer Rack Audio System	\$50.00
Flip Chart <i>with markers</i>	\$15.00

**Lighting Equipment** – Fixed in-house lighting systems will be adjusted at no charge. Specialty lighting equipment is available upon request.

**Power Distribution** – There is no charge for power used. There is a charge for the equipment necessary for power distribution, and if necessary, a TU Electrician for power tie-in. Cost estimates will be given upon receipt of requirements.

**Notes**

- All rates are based on a per day rental.
- Any equipment rented or services provided by an outside contractor will be billed at **actual invoice cost** & may include ECS labor.
- Certain events, facilities, or outside spaces require a rental of equipment from outside companies.
- Please contact your Event Manager for an estimate.

**Additional Charges**

ECS is limited in the amount of tables, chairs, stage pieces, etc. we can provide in spaces outside of the West Village Commons and University Union (PAWS Pavilion/Lawn, Newell Field, Under the Lecture Hall etc.). Please contact your Event Manager early on to discuss rental prices for your event and note that these prices are subject to change based on any changes made to the University’s contract. Please keep in mind that labor costs may also be incurred for the set-up and breakdown of an event depending on location.

<b>E&amp;CS Rental Equipment</b>	<b>Cost Per Item</b>
Plastic Stacking Chairs	\$1.00
Black Box-Skirts	\$10.00
White Tablecloths	\$6.00
Trash Boxes with Bags	\$7.00
Pipe & Drape	\$1.00 per foot
6’ Table (rectangular table)	\$5.00
Round Table (66’)	\$5.25
Paws Lawn Grill (5’)	\$75.00
10’ x 10’ Popup Tents	\$25.00
Radios	\$7.00

<b>External Rental Company Equipment</b>	<b>Cost Per Item</b>
Plastic Folding Chairs	\$1.10
Padded Folding Chairs	\$3.27
6’ Table (rectangular table)	\$7.27
Round Table (60’)	\$7.75
Rental Grill – All Other Locations	\$160.00
Pipe & Drape	\$6.00 per foot
Staging	Request Quote
Tents	Request Quote

<b>Labor Type</b>	<b>Cost / Hour</b>
Sound Monitor	\$16.50 - 3 hour minimum
Student Technician	\$13.00 - 1 hour minimum
Student Supervisor	\$16.50 - 1 hour minimum
Senior Technician	\$27.00 - 1 hour minimum
Technical Crew Chief	\$36.00- 1 hour minimum
Student Event Staff	\$13.00 - 3 hour minimum
Student Event Staff Supervisor	\$16.50 - 3 hour minimum
SAFE Management Supervisor*	\$20.00 - 4 hour minimum
SAFE Management*	\$18.25 - 4 hour minimum
Medical / First Aide	\$33.00 - 4 hour minimum
ALS Ambulance	\$165.00 - 4 hour minimum
TU Police Officer	\$54.00 - 3 hour minimum

*\* Pricing 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 also 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 may have 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 may / increase risk levels for any event**

**Factors that may / decrease risk levels for any event**

<ul style="list-style-type: none"> <li>• Need for personal protection for speakers, performers or guests</li> <li>• Guests will be on campus at multiple locations</li> </ul>	<ul style="list-style-type: none"> <li>• No needs for personal protection for speakers, performers or guests</li> <li>• Guests will be on campus at one general location</li> </ul>
<ul style="list-style-type: none"> <li>• Open to general public (non-TU guests)</li> <li>• Patrons are NOT screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to TU students, faculty and/or staff</li> <li>• Patrons are screened (hand-held wands or magnetometers and bag checks) for weapons and other prohibited items at entrance(s)</li> </ul>
<ul style="list-style-type: none"> <li>• Off-campus advertising (non-TU guests)</li> </ul>	<ul style="list-style-type: none"> <li>• On-campus advertising only (TU students only)</li> </ul>
<ul style="list-style-type: none"> <li>• Cash intake/handling/money escort operations (ticket sales, product sales, donations accepted, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced ticket sales only with no “walk-up” ticket purchases allowed</li> </ul>
<ul style="list-style-type: none"> <li>• Prior events of similar nature with a recent history (within past three semesters) of safety problems or required police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Prior events of similar nature with no history of safety problems or required police actions (within past three semesters)</li> </ul>
<ul style="list-style-type: none"> <li>• Past midnight or normal building closing time</li> </ul>	<ul style="list-style-type: none"> <li>• Day Time Event or event ends before building closing time</li> </ul>
<ul style="list-style-type: none"> <li>• Outdoor venue or festival style</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor venue or seated event</li> </ul>
<ul style="list-style-type: none"> <li>• Live/amplified entertainment</li> </ul>	<ul style="list-style-type: none"> <li>• No live/amplified entertainment</li> </ul>
<ul style="list-style-type: none"> <li>• Complexity of multiple events occurring at the same time stressing campus resources capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Single event or small number of events occurring simultaneously with little or no stressing of campus resources</li> </ul>
<ul style="list-style-type: none"> <li>• No attendance figures or history of attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Historically lower attendance</li> </ul>
<ul style="list-style-type: none"> <li>• Venue has large number of entrance points requiring staffing coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Venue has small number of entrance points requiring staffing coverage</li> </ul>
<ul style="list-style-type: none"> <li>• No Student Affairs oversight and presence at student events</li> </ul>	<ul style="list-style-type: none"> <li>• Student Affairs oversight and presence at student events</li> </ul>
<ul style="list-style-type: none"> <li>• Traffic control needs</li> </ul>	<ul style="list-style-type: none"> <li>• No traffic control needs</li> </ul>
<ul style="list-style-type: none"> <li>• Casual events</li> </ul>	<ul style="list-style-type: none"> <li>• Formal or semi-formal events</li> </ul>
<ul style="list-style-type: none"> <li>• Venue is dark or dimly lit limiting opportunity for observation by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Venue is well lit with ample opportunity for observation by staff</li> </ul>
<ul style="list-style-type: none"> <li>• Sales of alcoholic beverages or BYOB events</li> </ul>	<ul style="list-style-type: none"> <li>• Alcoholic beverages prohibited with noticeably impaired or intoxicated attendees turned away at entrance points.</li> </ul>
<ul style="list-style-type: none"> <li>• No competing events affecting attendance at TU event</li> </ul>	<ul style="list-style-type: none"> <li>• Competing event elsewhere will affect attendance at TU event</li> </ul>
<ul style="list-style-type: none"> <li>• Anticipation of large attendance (or oversell)/ estimated attendance relative to venue</li> </ul>	<ul style="list-style-type: none"> <li>• Presence of other adults such as parents, faculty and staff from TU community/ Cap on attendance, event is ticketed in advance.</li> </ul>
<ul style="list-style-type: none"> <li>• Lack of timely notification to properly plan and staff event</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced notice allowing ample time for proper planning and staffing</li> </ul>
<ul style="list-style-type: none"> <li>• Other factors determined by TUPD, Event &amp; Conference Services, Environmental Health &amp; Safety &amp; Student Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Other factors determined by TUPD, Events &amp; Conference Services, Environmental Health &amp; Safety &amp; Student Affairs</li> </ul>

## **Precautionary Safety Measures During Entry**

### **Wrist Banding**

Wrist banding occurs when access and/or capacity needs to be monitored. The wrist bands help staff identify which students belong in restricted areas or which specific student organization staff is working the event. Wrist bands also serve as admission and provide re-entry at some events. Wrist banding may also identify persons who have had their photo identification checked when alcoholic beverages are being served or to identify the seat a guest has purchased. Wrist bands are provided for use at student events at no charge when necessary.

### **Wanding**

Upon consideration of Risk and Mitigation Factors outlined above, wanding may 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. Wanding is the process of waving a hand-held metal detector over guests to identify prohibited items.

### **Bag Checks**

Upon consideration of Risk and Mitigation Factors outlined above, bag checks may 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. 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 over 3 inches in length, cigarettes, vapes, and selfie sticks.

### **Item Collection/Return**

Prohibited items will be collected at the entrance by contracted security or full time ECS staff and placed in an envelope at the gate. The guest will then fill out the label on the envelope with their contact information. The envelope will remain at the gate under the security of the staff, and can be picked up when 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**

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. 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.

### **Crowd Control**

The University through competitive bid has hired contracted security to handle crowd control and security at events. This staff performs a number of tasks including, crowd control, bag checks, wandering and observation of an event to maintain a safe environment for all attendees.

### **Student Event Staff**

Student Event Staff are hired to work at events for a variety of crowd control reasons. 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 full-time professional Event Manager.

Student Event Staff are required at the Auburn House, Auburn Pavilion, CLA, SECU Arena, and Chesapeakes I or II when used individually if you have over 49 people in attendance during your event. The Student Event Staff also serves as the sound monitors at outdoor events.

## **Health and Well-Being Safety Measures**

### **Ambulance**

Advance Life Support (ALS) ambulance service is standard at 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**

Towson University requires medical personnel to be in attendance for events where crowds are expected to reach or exceed 500 people in a venue. They are also present at all walks/runs regardless of the size. The Paramedic acts as the first responder during a medical emergency, to initiate emergency medical service and stabilize a patient until Advanced Life Support arrives.

### **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. Event participants should be prepared to move as soon as they are directed to do so.



## Event Type Definitions

- **“As Is” meetings/events**

“As Is” for requests submitted under 24 hours of the event date. Your organization would take the room as it currently is, without the expectation of additional tables, chairs or technical services. This means you could walk into the room and it is completely empty or contains only chairs. When an “As Is” space is used, it must be returned exactly as found for the next student organization using the space.

- **BBQs/Cookouts**

**Food order/waiver and fire permit** must be requested **at least 10 days in advance** of your BBQ. This also ensures ECS time to schedule a technician to monitor outdoor sound. It is important the event does not interrupt nearby classes or neighbors.

\*Lights and sound must conclude by 10pm.

Prior to your BBQ, training is required to safely light the grill. A trained individual must be present at the start of the event to ensure safety procedures are being followed.

Click here for [Black & Gold Catering](#).

Click here for [Food Wavier Request Form](#).

Click here for [Fire Permit Request Form](#).

- **Concerts/Shows**

Concerts and large entertainment events in any of our venues require at least 21 days to properly plan and staff. Proper planning is a must for any event that is contracted, has a technical rider, requires a good amount of in-house tech, is ticketed, needs parking, or requires security.

- **Co-Sponsorships with off-campus entities**

Co-sponsorships may be defined as joint participation, with an off campus entity, in the planning, implementation and/or financing of events and programs. Registered student organizations may co-sponsor campus events in compliance with University and SGA policies and procedures. These events must be planned with a *minimum of 21 days in advance*.

1. Events co-sponsored by corporations should be intended primarily for the campus community. They should be consistent with the University's identity as an educational institution and enhance or expand upon existing events.
2. Registered student organizations planning an event to be co-sponsored by an outside entity must have sufficient funds in their general account to cover the estimated operational costs of the events.
3. Co-sponsored events designed to generate funds for the off-campus group/entity must sign a “Co-Sponsorship Agreement” with the terms of the sponsorship outlined and approved by the AVP for Campus Life.
4. The sponsoring student organization must assume complete responsibility for the program, including the nature of the event, planning and implementation, maintenance of facilities and all cost related to event.
5. No alcohol or tobacco products may be contributed or advertised.
6. Student organizations may not put in a reservation for any other groups under their names.

- **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 with Entertainment, Vendors, and Other**

Events with entertainment, outside vendors, and others must obtain a contract and insurance. A completed Towson University Entertainment Contract is required when bringing any form of entertainment or vendors to campus (even non-paid performers and vendors). A completed contract means that it is signed by both the outside entity and the Director of Student Activities. You must also include the artist/vendor's W-9, if they are being paid. (Remember: NEVER SIGN A CONTRACT YOURSELF)

[How-To Guide for Towson University Entertainment Contract Documents \(PDF\)](#)

[Towson University Entertainment Contract \(for students\) \(PDF\)](#)

- **Indoor Events**

Procedures to consider for indoor events:

Click here for [Alcohol Policy](#).

Click here for [Black & Gold Catering](#).

Click here for [Food Wavier Request Form](#)

Click here for [University Decorations Policy](#).

Click here for [Open Flame and Candle Policy](#).

- **Large Limited Capacity Events**

Large Limited Capacity events cover a wide variety of events, which are based on attendance that may exceed capacity.

Click here for [Large Limited Capacity Events Procedure](#).

Click here for [Alcohol Policy](#).

Click here for [Black & Gold Catering](#).

Click here for [Food Wavier Request Form](#)

Click here for [University Decorations Policy](#).

Click here for [Open Flame and Candle Policy](#).

- **Late Night Events**

Events ending after midnight are considered a late night event. The student organization hosting the Late Night Event is required to attend a planning meeting with their Advisor and Event Manager assigned to the event.

- **Lectures/Speakers**

Any non-Towson University speaker or presenter requires a Towson University Entertainment contract. The contract must be filled out by the student organization, speaker, and the Office of Student Activities (UU217). For assistance, contact the Office of Student Activities at 410-704-3307.

- **Organizational Co-Sponsorship**

Any two or more registered student organizations may co-sponsor events. As co-sponsors, they are jointly responsible for the planning, implementation, and/or financing.

1. Events co-sponsored by student organizations should be intended primarily for the benefit of the campus community.
2. When completing a Campus Reservation Form for a co-sponsored program, the names of all event representatives must appear on the Reservation Form as applicants.

- **Student Organization Meetings**

To support all student organizations, many weekly meetings are held in academic classrooms while some are held in either the University Union or West Village Commons. Generally, organizations meet in the evenings Sunday through Wednesday. In an effort to maximize space, conference rooms within the Union and Commons are preset to a determined style. This allows organizations to be scheduled back-to-back without the need to take a room off-line to reset it prior to each meeting. Preset space after 5pm will not be altered by the ECS setup crew. Student groups who alter the space must change it back to its original setting.

- **Tabling**

Student organizations may reserve tables to distribute information, promote events, recruit, fundraise, and sell merchandise. Only a Student Organization or a University department may use a table to circulate petitions or collect signatures on petitions. Student organizations and University departments may not reserve a table on behalf of an individual, group, business or organization not affiliated with the University—even if it is part of a fundraising effort by the student organization or department. Tabling reservations may be made through 25Live. The University reserves the right to close a tabling activity down if it is determined to be in violation of a University Policy (e.g. disruptive to normal university operations).

**Remember: A reservation form must be filled out!** See the University [Tabling Procedures](#) for more information including specific tabling locations and limitations.

- **Walks / Runs**

University related Walks and Runs must be 100% operated by a student organization or department with organizational support only from the charity or walk/run consultant to qualify as a University event.

- Must be planned at least 21 days in advance.
- University Walks and Runs must be approved by the University Police unless the run is contained on Burdick Field or Unitas Stadium.

- All walks and runs fewer than 2000 people are required to have a Paramedic. Event of 2000+ require an ambulance on site during the event.
- The University Police must be notified of all Walks and Runs.
- An Assumption of Risk document (waiver) must be signed by every person participating in the event during the registration process.
- Collection of the Assumption of Risk documents will be the responsibility of the University department or student organization and will be maintained by ECS for the period of time required by the State of Maryland.

## Resources for You

CAMPUS RESOURCE	DESCRIPTION	CONTACT INFORMATION
<b>EVENT &amp; CONFERENCE SERVICES (ECS)</b>	<p><a href="#">Event and Conference Services (ECS)</a> is designed as a one-stop-shop for student groups that need space, equipment, and assistance for meetings and special events. ECS is responsible for reserving campus facilities, setting up the venue according to student specifications, and handling all technical services during an event. <b>Most events require at least a 14 day notice.</b></p>	<p><b>Reservations Assistance</b>  <i>Location:</i> University Union Suite 119.  <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 212.  <i>Phone:</i> 410-704-2315</p>
<b>BLACK &amp; GOLD CATERING</b>	<p><a href="#">Black &amp; Gold Catering</a> has created a catering order guide just for student groups. However, groups are also welcome to order from the full service catering menu. Menus can be viewed at <a href="http://towsonu.catertrax.com">towsonu.catertrax.com</a>. Black &amp; Gold will also work with groups on custom menus not found on the catering guide. Please contact Black &amp; Gold services <b>at least 10 business days</b> prior to your event and a catering representative will work with you to make your event successful. A food waiver is required for food costing more than \$100 when an organization wishes to provide their own food for an event. Click here for <a href="#">Black &amp; Gold Catering</a>. Click here for <a href="#">Food Wavier Request Form</a></p>	<p><i>Location:</i> University Union  <i>Phone:</i> 410- 704-3480  <i>Email:</i>  <a href="mailto:bgcatering@towson.edu">bgcatering@towson.edu</a></p>
<b>ART SERVICES</b>	<p><a href="#">Art Service</a> provides low-cost, high-quality graphic design and signage support to student organizations. A sampling of items made on-site includes posters, banners, brochures, flyers, signs, digital displays, billboards, and more. They can make things for any event, indoor or outdoor. <b>Most projects require five business days.</b></p>	<p><i>Location:</i> University Union Suite 108  <i>Hours:</i> Monday – Friday, 9 a.m. - 5 p.m.  <i>Phone:</i> 410-704-2276</p>
<b>PARKING SERVICES</b>	<p><a href="#">Parking &amp; Transportation Services</a> can help you arrange for the parking and transportation needs for your event. Our staff will help ensure your guest have parking available and are provided appropriate direction and guidance. If you need</p>	<p><i>Location:</i> Union Garage, Lower Level  <i>Hours:</i> Monday – Friday, 8 a.m. - 5 p.m.</p>

to transport your guest around campus, or to and from the campus, we will show you the way. Remember parking is the first and last experience your guest will have, make their visit to campus a great one - **please be proactive and submit an event request form at least 10 business days before your event.** Events with 10 or more outside guests will automatically require the completion of a parking request form.

*Phone:* 410-704-PARK (7275).  
*Email:* [upark@towson.edu](mailto:upark@towson.edu)

**UNIVERSITY UNION TICKET OFFICE**

The [University Union Ticket Office](#) is a service available to any group who has ticketing needs for their event whether due to capacity reasons or to make revenue. If the event is being funded by the SGA, the student organization cannot charge TU students for tickets, however, they can charge for non-TU student guests. All funds collected will be distributed back to the group's SGA general account and any expenses will be debited. **All event request forms must be submitted five (5) business days prior to the event going on sale.**

*Location:* University Union  
*Phone:* 410-704-2244  
*Fax:* 410-704-3295  
*E-mail:* [uuticketoffice@towson.edu](mailto:uuticketoffice@towson.edu)

**TECHNICAL OPERATIONS**

The E&CS Technical Operations staff can help you with every audio/visual aspect of your event. We can provide technical services ranging from a podium and microphone, to a PowerPoint presentation, all the way to a concert package with lighting. Please contact your E&CS Event Manager to schedule technical services for your next event.

Please work with your assigned Event Manager who will be assigned after your reservation has been submitted.

**STUDENT ACTIVITIES**

The [Office of Student Activities](#) can help you identify resources for your event planning – from taking an idea and bringing it to life, to executing the contracts necessary to bring an entertainer to campus. Please be proactive and contact staff **at least 2 months prior** to your event.

*Location:* University Union Suite 217  
*Hours:* Monday – Friday, 9 a.m. - 5 p.m.  
*Phone:* 410-704-3307  
*Email:* [studentactivities@towson.edu](mailto:studentactivities@towson.edu)

**CENTER FOR DIVERSITY**

The [Center for Student Diversity](#) (CSD) can help you identify resources for your event. CSD provides advocacy and support for underrepresented and marginalized populations, and creating welcoming, inclusive campus environments.

*Location:* University Union, Suite 313  
*Hours:* Monday – Friday, 8 a.m. - 5 p.m.  
*Phone:* 410-704-2051  
*E-mail:* [diversityworks@towson.edu](mailto:diversityworks@towson.edu)

## General Campus Procedures

- **Accessibility Related to Disabilities** – If you have a guest with a disability needing accommodations, ask them what you can do to accommodate them and do your best to do so. Also ask what you can do post-event (e.g. send accessible event materials, etc.).
  - **Accessible Seating**  
Provide accessible seating in a variety of locations for persons with disabilities. (for example: wheelchair seating or unobstructed view seating). If there will be an interpreter, have reserved seating in the front for individuals to clearly see the interpreter.
  - **Accessible Parking**  
Please keep in mind when choosing an event location, that there is nearby accessible parking or that the event is during Para-Transit service hours.
  - **Captioning**  
Your assigned Event Manager can help you identify if your event requires this service as well as the related costs. If a guest requests captioning due to a disability, captioning must be provided for the event.
  - **Hearing Assistive Devices**  
ECS maintains a stock of hearing assistive devices. Request for this service should be made at least one business day in advance to ensure the equipment is placed in the event venue.
  - **Interpreter Services**  
If a guest requests interpreter services due to a disability, it must be provided for your event. If you plan on providing interpreter services for your event, advertise in your marketing that there will be ASL interpreting.
  - **Service Animals**  
Service animals are animals that are trained to do work or perform tasks for people with disabilities. Work with the Event Manager to provide necessary accommodations.
  - **Advertising**  
Use multiple advertising strategies such as paper, accessible electronic communications, and chalking. Include the following information on your advertisements: “To request accommodations for this event, please contact the event planner/organization, phone number of the event planner/organization and an email address of the event planner/organization.”

- **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.
- **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. Click here for [Chalking Policy](#).
- **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.
- **Core Campus Noise Standard**  
 Click here for [Amplified Music and Speaking Guidelines for Core Campus](#)
- **Digital Signage**  
 Click here for [Digital Signage and Process](#).  
 Click here for [Digital Display Request Form](#).
- **Food Waiver**  
 Black & Gold Catering is Towson University's exclusive caterer. 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 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 (Monday – Friday excluding holidays). \*Submitting a food waiver request does not guarantee approval.  
 Click here for [Food Wavier Request Form](#)
- **Fire Permits** – Required for BBQ and any approved open fire.  
 Click here for [Fire Permit Request Form](#).



- **Fundraising**

Student organizations are encouraged to fundraise for their own 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. In the past, groups have organized restaurant nights, bake sales, car washes, thrift stores, letter writing campaigns, and late-night cookie delivery for fundraising.

- **Master Calendar**

To find events at Towson University, click here for the [Master Calendar](#). Submitting your event to the calendar ensures it will be seen by the campus community. Click here for guide for [how to submit 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. Click here for more information on how to get the rights to show a [movie on campus](#).

- **Noise and Lighting Policy**

Click here for the [Sound and Lighting Guidelines](#).

- **Open Flame and Candle Policy Statement**

Click here for [Open Flame and Candle Policy](#).

### **Posting**

To post fliers and other materials please refer to these related policies:

- Academic Posting Policy – Contact appropriate [Building Coordinator](#) for information on specific building posting procedures.
- [Housing and Residence Life Posting Policy](#)
- University Union Posting Policy

### **Union Stairwell posting –**

Flyers can be posted in the designated areas of the stairwells to promote Towson University related activities only. Standard size flyers must be posted on the upper metal rails and larger size flyers must be posted on the bottom metal rail. Any flyers posted outside this procedure will be removed.

### **Union Bulletin Board Posting -**

There are two bulletin boards available on the first floor of the Union. They can be used by both campus and non-campus groups for advertising campus events, employment opportunities, items for sale, housing, etc. Flyers at this location will be removed after 30 days or at the end of the date specified on the flyer. All flyers must be presented to the Union Information Desk for approval and posting. Any postings not approved will be removed.

### **Union 1st and 2nd floor lobby hard back posters displays -**

For the promotion of university activities only. Posters must be brought to the Union Information Desk for approval and posting. Posters must measure 30" high by 21" wide. Hard back posters will be posted for no more than two weeks before the event, unless there is unused space and may only be posted in authorized locations or they will be removed. Groups have 1 week after the end of their activity to claim their poster. Posters not claimed will be disposed of.

- **Raffles**

Any event 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).

- **Requesting Tables & Chairs**

Tables and chairs should be requested when submitting your room reservation. However, modifications can be made to that request when you work with your assigned Event Manager. The Event Manager can provide capacity guidelines as well as different options for each space on campus depending on the space reserved. If you are having an outdoor event, there is a limit to the number of ECS tables that will be provided; however additional tables can be rented for an additional cost.

- **Student Alcohol Policy**

The University allows alcohol to be consumed on campus during student events, if appropriate procedures, laws, and policies are followed. Persons of legal age shall be permitted to consume alcoholic beverages at any University approved function where an alcohol use request has been obtained by the reserving party. Alternative beverages and food must be made available during the hours of the event or activity. All persons using and/or possessing alcoholic beverages on campus must comply with the procedures for alcohol events, University policies, and state/local laws. Click here for [Alcohol Policy](#).

- **Time Place and Manner Policy**

Click here for [Time, Place, and Manner policy](#).

- **TU Event Sound and Outdoor Lighting Guidelines**

Click here for the [Sound and Lighting Guidelines](#).

- **University Decorations Policy**  
Click here for [University Decorations Policy](#).
- **Weapons Policy**  
Click here for [Weapons Policy](#).

## Frequently Asked Questions

- **When does room sign up start?**
  - On April 3rd, 2017 rooms for the Fall of 2017 and Spring 2018 can start being reserved. On the first day one large event and one weekly meeting can be reserved per student group. On April 17th, 2017, additional rooms can be reserved for both semesters.
- **Why can I only reserve 1 room when rooms are released in April?**
  - With over 200 SGA recognized student groups on campus, we want every group to have a chance to put in at least 1 big event and a weekly meeting. After April 17<sup>th</sup>, 2017, reservations are opened on a first come, first served basis.
- **Where can I find the reservation form?**
  - The reservation form can only be found [online](#)
- **Can I reserve a space if I'm not a part of a student group?**
  - Only SGA recognized groups can reserve rooms for no cost. Any TU student can reserve a room but if they are not a part of an SGA recognized group, they will incur a room rental fee.
- **How much does the room along with tables and chairs cost?**
  - If your groups is a University registered student organizations in "Involved @ TU" and in good standing to reserve space (e.g. not on probation and financial arrears) there is no cost for room rental, tables and chairs unless they are rented from an outside vendor. If you are having an outdoor event, there is a limit to the number of ECS tables that will be provided; however additional tables can be rented for an additional cost.
- **Does tech cost anything?**
  - Yes. There are specific prices for all tech equipment for SGA recognized student group (details on pages 10 - 12). There are also fees charged for last minute requests and cancellations. Some equipment has additional labor charges.
- **Can spaces outside the Union be reserved like SECU, COFAC theaters, Stephens Hall, Burdick?**
  - Yes rooms outside of the Union and West Village commons can be reserved, however, may come at an extra cost. Space in Burdick, Center for the Arts theaters, dance space, rooms and Stephens Hall Theater are reserved through 25Live. Approval for the space comes through Campus Rec Services for Burdick Hall and COFAC for the theaters, dance space and rooms in the Center for the Arts or Stephens Hall Theater (details on pages 5 & 6).
- **Does my event have to be ticketed?**
  - Student events must be ticketed when the attendance may possibly equal or exceed the capacity of the room. All ticketing is handled through the TU Ticket office. Student groups are not allowed to produce, give out or sell their own tickets. ([Link to Limited Capacity Events](#)).

- **Can our grill trained person be a student?**
  - An individual who has been trained on the safe way to light and operate the grill must be present to train those using the grill. This person can be a student. A file of grill trained individuals is kept in the Event and Conference Services office.
- **What forms do I need for a cookout?**
  - If a grill is being used at the cookout (this does not include tailgates for Athletic events) a [fire permit](#) must be signed by the group and the Environmental Health and Safety department. A grill form must also be completed and turned into the ECS office (BBQ Request Forms: [Glen Fire Place](#), [Paw's Lawn](#), or [Other Locations](#)). These forms must be turned in 48 hours or 2 business days before the event.
- **How do I reserve a table in the Union?**
  - Tables in / outside of the Union and in core campus can be reserved through 25Live.
- **Where do I get a food waiver?**
  - Click here for [Food Waiver Form](#).
- **What is the difference between a room reservation and the start and end time of the event?**
  - The end time listed on your confirmation form is the time that you must be out of the room. If you need time following your event for clean-up, or for allow people to converse or socialize afterwards, plan accordingly when asking for the room space. If you have a room until 10pm, and you need to pick up the decorations and/or trash after the event is over, make sure your event ends at 9 so you have time to do this. There are often very tight turn arounds on rooms so when the room reservation time is over, staff maybe be coming in to flip the room for another event or another group is coming in to set up for theirs.
- **How do I know when my space has been cancelled for a University event or Holiday?**
  - When you receive your confirmation for your room request, all rooms and dates associated with the reservation are listed on the form. If a room or date is not available because of a holiday or another University event happening at that date and time, that date or room will be listed on the confirmation form as “cancelled” or “no space available”. It is important to look over your confirmation form upon receipt to make sure all the information is correct. If there are rooms or dates listed that are cancelled or incorrect, you need to contact the reservation office to find replacement dates or rooms, or to have the information corrected. You will not be notified about cancellations that are listed on your confirmation form.

## Procedures and Forms

Click here for [Amplified Music and Speaking Guidelines for Core Campus](#).

Click here for [BBQ Request form – Glen Fire Place](#).

Click here for [BBQ Request form – Other Locations](#).

Click here for [BBQ Request form for Paw's Lawn](#).

Click here for [Burdick Field Polices](#).

Click here for [Digital Signage Standards and Process](#).

Click here for [Facility Reservations Form](#).

Click here for [Fire Permit](#) form for events reserved through Events & Conference Services.

Click here for [Food Waiver Form](#).

Click here for [Late Night Dance Party Procedures](#).

Click here for [Open Flame and Candle Policy](#).

Click here for [Paws Concert Show Standard](#).

Click here for [Student Large Limited Capacity Events Procedures](#).

Click here for [Student Tabling Procedure](#).

Click here for [Walk Run Procedure TU Student and Department Events](#).