



Kutztown University Policy STU-027

Use of Multi-Purpose Facilities

A. Purpose

To define specific safety requirements pertaining to the use of facilities, both indoor and outdoor, utilized for multiple purposes and to provide guidelines for person(s) responsible.

B. Scope

This policy defines interactions of Public Safety & Police Services, Office of Student Involvement and Physical Facilities with organizational and individual users of multipurpose facilities.

C. Definition(s)

Safety Regulations - Those rules and procedures necessary to insure safety of individuals and property. Specific capacity limits as per Labor and Industry guidelines, prohibitions against smoking, access and egress policies, fire policies, and other site specific concerns are detailed on attachments to this policy.

College Regulations - Those rules and policies to insure conformance to campus regulations and specific college concerns. Alcohol is prohibited in all areas; other policies are site specific and are detailed in attachments to this policy.

Multipurpose Facilities - Those spaces, both indoors and outdoors, used for various activities, classes, concerts, movies, fairs, dances, etc.

Building Facility Capacity - The number of persons allowed to occupy a given space as determined by Public Safety & Police Services in accordance with state guidelines.

Public Safety Review - When expected attendance exceeds a given number of people, or when general grounds or Keystone Hall are to be used, the requesting organization or individual will need to receive approval of usage plans from Public Safety & Police Services.

Responsible Parties - Those individuals and/or advisors who indicate on the reservation form, by signature, that they will be in charge and assume the responsibility of insuring adherence to this policy.

Personnel Requirements - Public Safety & Police Services and the Director of Student Involvement will determine specific personnel necessary to insure personal and property safety and adherence to this policy. Responsibilities are to be determined by Public Safety & Police Services.

Dances - Events where more than fifty people congregate to interact in a social atmosphere for the purpose of dancing to music; excluding dances in residence hall recreation rooms.

D. Policy & Procedure(s)

The use of multipurpose facilities on campus is determined by a registration and approval process to insure that users are informed of and agree to follow all Commonwealth laws and university regulations and procedures pertaining to specific facilities.

When an individual requests the use of a multipurpose facility and when such request indicates an expected audience above a defined level for the facility, approval will be based upon a review and by possible discussion with the Director of Public Safety & Police Services or designee, and the requesting person or designee.

Approval of requests will be at the discretion of the Director of Public Safety & Police Services based upon his/her judgment as to the group or individual's ability to effectively manage the event and to conform to this policy requirement.

In those instances where the Director of Public Safety & Police Services determines additional personnel support is needed, he/she may require that approval be granted only upon the individual or group's agreement to fund such staff.

Persons, organizations, or groups sponsoring dances and/or concerts, excluding dances in residence hall recreation rooms, will adhere to guidelines set forth in this policy as well as the Student Sponsored Late Night Events policy, and will be required to establish a student security team to monitor the event. The individual and/or groups desiring to use multipurpose facilities is/are required to complete a late night event form, to be filed with the Office of Student Involvement.

If deemed necessary, as outlined previously or by the Director of Student Involvement or designee, a Public Safety & Police Services review of the request shall occur with the Director of Public Safety & Police Services or designee.

The review shall consist of the following points:

- Safety
- Police Services (crowd control, parking, enforcement of laws/regulations.)
- Security of event (advisors, student security) If necessary, the Director of Student Involvement or designee, advisor, or event chairperson shall meet with the Director of Public Safety & Police Services or designee at least three weeks prior to the event to

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discuss provisions. After review and discussion regarding the event, the Director of Public Safety & Police Services or designee will take all factors into consideration and issue a decision whether to approve or deny the use of the facility. The event chair and advisor shall agree to any requirements or recommendations set forth by Public Safety & Police Services before approval. This must be agreed to in writing.

- Personnel - It shall be the responsibility of the group sponsoring the event, to ensure that responsible supervision is present during the entire event. Any and all events shall be supervised by any one or combination of the following personnel:
 - Officers of Public Safety & Police Services
 - Advisor of group
 - "Group" security personnel
 - Chair of the event

Special funding may be needed if Public Safety & Police Services officers are assigned to supervise the event's duration.

NOTE: All events shall conclude at specified time. The event supervisor shall be responsible for compliance. Should an event become disruptive, the Director of Public Safety and Police Services or his/her designee has the discretion to close the event at an earlier time. Failure to adhere to this policy will prohibit future events, sponsored by same group and/or individual for a period not to exceed one year.

The following due process procedures will be enacted for a group and/or individual to be prohibited from future events for a period not to exceed one year, for failure to adhere to this policy.

Violations of non-adherence will be reported to the Director of Public Safety & Police Services or designee who, in turn, will notify the Director of Student Involvement and/or designee.

The Director of Student Involvement Services or designee will notify the sponsoring group's president and/or event chairperson and the advisor on the nature of the violation. In the event the sponsoring organization is not a student group, the Director of Public Safety and Police Services will provide notification.

The Director of Student Involvement Services or designee will schedule a meeting of: Director of Student Involvement or designee, Director of Public Safety & Police Services or designee, President of organization or, if not an organization, with the respective responsible individual. The aforementioned parties will jointly review the facts of the violation and decide on a fair period to prohibit future events (not to exceed one year). If a decision cannot be jointly reached, the Director of Public Safety & Police Services or designee will decide on a period of prohibition, not to exceed one year.

Decisions for prohibiting future events can be appealed through appropriate administrative channels. Appeals must be submitted in writing and made within 5 days of original decision.

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References

“EVENT REGISTRATION/FACILITIES RESERVATION” FORM.
"GUIDELINES FOR THE REVIEW OF SPECIAL EVENTS"
“STUDENT SPONSORED LATE NIGHT SOCIAL EVENTS POLICY”
On file in the Office of Student Involvement.

E. Effective Date

July 12, 1994

F. Last Revision

August, 2012

F. Last Reviewed

July 8, 2008
August, 2010
August, 2012
August, 2013