GSA Council Meeting Minutes
April 23, 2019
5:30 - 7:00 pm

Type of Meeting: Meeting of the Council
Meeting Facilitator: Radhika Prasad, GSA Chair
Invitees: Graduate Student Body
Notetaker: Roy Sfadia

The Major Events policy proposal and the presentation of the policy can be found attached to the end of this document.

1. 5:30 Call to Order
2. 5:30 - 5:38 Icebreaker
3. Officers’ Reports
   1. 5:38-5:55 Randy
      i. Graduate housing allocation, international/first year guarantees, alternatives
         1. Want to prioritize international students
         2. Q: is this about new upcoming housing, or current housing?
            A: housing now and in the future
      ii. Lifelong access to email accounts, implementation
          1. Can keep G-Suite for life!
      iii. GradLab
          1. $100 stipend
          2. The role involves choosing which projects get funding
      iv. Cost of living allowance stipend/subsidy
          1. School will commission study of where money can come from to subsidize housing for students
      v. Grad graduation ceremony ticket limits
          1. Motivated by safety concerns; don’t want too many cars based on study
          2. By default, students will get 6 tickets. They can request to get extra tickets from a pool of 700.
          3. There will be a feedback system after the commencement ceremony.
      vi. Childcare - guarantees for subsidies and placement
          1. Tried to fight for subsidies to match current prices
2. Unable to get exact number down. Don’t know cost of facility, but some sort of subsidy expected
3. If current daycare teachers apply and don’t get hired at new daycare, they will be given position at UCSC

4. 5.55-6.09 Katie: Elections/Candidates Forum
   i. Should we record the forum?
      1. Comment: can setup make it easy for candidates to not be recorded?
   ii. Request to help publicize elections (email khellier@ucsc.edu)
   iii. Please remind your departments to vote!

5. New Business
   1. 6.10-6.30 Discussion Item New campus major events policy [Lucy Rojas]
      i. This is a consultation period, approaching key stakeholder groups for feedback before the proposed policy becomes available for public feedback
      ii. Consultation with grad division (dean, associate dean), provided great feedback
      iii. Background on policy
         1. Assigned to the vice provost for student success (Jaye Padgett)
         2. The directive from Office of President (UCOP)
         3. Last policy update 15 years ago
      iv. Essence of Policy
         1. Major events require preparation and planning to maintain freedom of expression, safety, continuity of university function
         2. The goal is for policy to be implemented by Fall 2019
         3. Q: why weren’t graduate students part of this committee? A: this committee existed before this proposal existed. The committee seemed a good group of groups that could tackle this issue.
         4. A set of conditions have been created to determine if an event is a “major event”.

5. Q: does this apply to off-campus events? A: if an off-campus event is on university property (Marine building, Delaware building)
6. Comment: having to notify police, and police having the discretion to send an officer to the event that they charge us for, is unacceptable
7. Comment: major event policy is not well communicated, because department thinks champagne can’t be opened to celebrate thesis defense
8. MOTION TO EXTEND: 9 yeas, 3 abstain
9. Conditions 4 and 5 would make small graduate student events “major events”
10. Q: who has the option to say no to a major event? A: the vice provost of student success, and others (See PPT below)
11. More feedback should be sent to larojas@ucsc.edu

2. **6.30-6.35 Discussion Item** Multi-factor authentication [Brynna Downey]
   i. Why is MFA being implemented? Coming out now because UC Path is being implemented next year
   ii. Free tokens provided by ITS (contact them, stop by, or get one at MFA Training)
   iii. More information on how to enroll now is [here](#)

3. **6.35-6.45 Discussion Item** Update on Sustainability Committee [Rachel Bowens-Rubin]
   i. Recycling is not getting recycled
   ii. School going to push for increasing recycling purity
   iii. Email going to be sent out soon; please tell your department members!

6. **6.45-7.00 Announcements**
   1. Please take extra food (Falafel and Pantry)
   2. Coffee and Bagels @9am tomorrow with Dean of Students

7. **7.00 Adjournment**
<table>
<thead>
<tr>
<th>Dept./Committee/Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>GSA President</td>
<td>Randy Villegas</td>
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<tr>
<td>GSA Chair of the Council</td>
<td>Radhika Prasad</td>
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<td>VP Shared Governance</td>
<td>Katie Hellier</td>
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<td>External VP</td>
<td>Rebecca Ora</td>
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<td>Secretary/Webmaster</td>
<td>Roy Sfadia</td>
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<td>Treasurer</td>
<td>Jin Bian</td>
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<td>Treasurer</td>
<td>Ashwin Krishnan</td>
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<td>Solidarity Officer</td>
<td>Natalie Ng</td>
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<td>Solidarity Officer</td>
<td>Peng Zhou</td>
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<td>Intl. Student Comm. Chair</td>
<td>Tony Boardman</td>
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<td>Intl. Student Comm. Chair</td>
<td>Yulia Gilichinskaya</td>
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<td>Grants Coordinator</td>
<td>Juliana Nzongo</td>
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<td>Grants Coordinator</td>
<td>Alexandra Race</td>
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<td>Anthropology</td>
<td>Kathryn Gougelet</td>
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<td>Astronomy &amp; Astrophysics</td>
<td>Rachel Bowens-Rubin</td>
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<td>Biomolecular Engineering</td>
<td>Nicholas Lorig-Roach</td>
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<td>Chemistry &amp; Biochemistry</td>
<td>Will Hollingsworth</td>
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<td>Computational Media</td>
<td>Cyril Focht</td>
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<td>Digital Arts &amp; New Media</td>
<td>Richard Grillotti</td>
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<td>Earth &amp; Planetary Sciences</td>
<td>Brynna Downey</td>
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<td>Ecology &amp; Evolutionary Biology</td>
<td>Julia Harenar</td>
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<td>Education</td>
<td>Kylie Kenner</td>
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<td>Environmental Studies</td>
<td>Rachel Voss</td>
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<td>Film &amp; Digital Media</td>
<td>Alessia Cecchet</td>
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<td>Ocean Sciences</td>
<td>Yan Zhang</td>
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<td>MCD Biology</td>
<td>Londen Johnson</td>
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<td>Physics</td>
<td>David Laubner</td>
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<td>Politics</td>
<td>Rowan Powell</td>
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<td>Psychology</td>
<td>Giselle Laiduc</td>
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<td>Visual Studies</td>
<td>Madison Treece</td>
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Major Events Policy Update
Purpose of this Presentation

- Provide an overview of the proposed Campus Policy and Procedures on Major Events
- Conduct consultation with key stakeholder group.
- Identify other stakeholders in the consultation process.
Consultation Presentation

- Audience: programmers, decision makers, stakeholders who are asked to provide feedback on the Major Events Policy and Procedures.
Changing landscape of major events at public universities require earlier and more comprehensive engagement in the planning process.

Directive from Office of President that each campus evaluate and update their policies and procedures related to producing major events. At UCSC, this work was assigned to the Vice Provost, Student Success.
Producing a Major Event while ensuring freedom of expression, safety, and continuity of university functions requires preparation and planning. The purpose of this policy and the accompanying procedures is to assist in planning successful Major Events on University Property while allowing the University to address possible legal concerns and ensure that policies governing freedom of expression, safety, disruption of university business, and other matters are followed.
Current Policy

- Established about 15 year ago.

- Applies to events produced in the Division of Student Success, CHES, and OPERS with a particular focus on events produced for and by students.
Proposed New Policy & Procedures

- 2017 – 2018: Policy and procedures developed in consultation with Ad Hoc Work Group and various campus stakeholders, including Risk & Safety Services, UCPD, Campus Counsel, CHES, UR, Policy Office, Real Estate Office, and Division of Student Success.

- Fall 2018 – Spring 2019: Consultation process on permanent policy and procedures

- Implementation Target: Fall 2019
What Constitutes a Major Event?

**Major Event**: Events for which any one or more of the following conditions apply:

1. Over 100 individuals are estimated to attend;
2. Authorized campus officials determine that the Event is likely to significantly affect public safety and security (based on assessment by the UC), or significantly affect general operations or services on campus (including service roads or parking);
3. Authorized campus officials determine that the Event is significantly likely to interfere with other campus academic or business functions or activities;
4. The event is a Dance (as defined by this policy) or a concert featuring amplified sound, at which a majority of the audience is not seated;
5. Alcohol is intended to be served; or
6. Outdoor amplified sound is requested.

While the presence of any of these conditions (1-6) automatically means that an Event is considered a Major Event, the following may also be considered:

- Breadth of distribution of advertising;
- Location/capacity of facility where Event is held;
- Anticipated ratio of Affiliate to Non-Affiliate, or UCSC student to non-UCSC student, participants;
- Time of day or night.
Exceptions

The policy outlines events that will be exempt from the policy requirements:

- Classes, labs, or sections offered by University academic programs
- Staff or faculty meetings
- Regular orientations for new students, staff, or faculty
- Regular trainings for students, staff, or faculty
- Athletic practices, contests, or tournaments
- Therapy animal events
- Weddings, birthday parties, communions, bar/bat mitzvahs, and similar Non-Affiliate celebrations
- Events sponsored by University Relations
- College-sponsored Welcome Week activities (excluding Dances)
- Boardwalk Frolic
- Residential Life house or hall meetings
Major Features of Proposed Procedures

- Major Event Approval Authority:
  - Associate Vice Chancellor, Colleges, Housing, and Educational Services
  - Associate Vice Chancellor / Dean of Students
  - Assistant Vice Chancellor and Chief of Staff, Division of Student Success
  - Director, Real Estate Office
Major Features of Proposed Procedures

- Procedural Check List to assist event planners with understanding requirements, timelines, and due dates.

- Online request form and work flow.

- Event requests from non-affiliates will continue to be administered by the Real Estate Office.
Benefits of Major Events Policy and Procedures

- Consistent practices promote a greater sense of community.
- Resources and training for facility managers, event planners, campus partners.
- Mitigating risk to the university while ensuring optimal production of major events.
Discussion

- Questions/Comments – Process to provide feedback. Google Form will be emailed to this group.

- Other Stakeholders?

- Next Steps – please invite Lucy to your spaces for further consultation. Contact: larojas@ucsc.edu or 9-1676
Interim Major Events Procedures

(Procedure DSS-001)

I. Overview/Procedure Description

A. To host a Major Event on University Property, all Event Sponsors must first obtain permission from UC Santa Cruz (UCSC) by following the Major Events Approval Process outlined in these Procedures. This approval process requires that arrangements for the Major Event begin in time for adequate planning.

B. All events that are deemed Major Events must be approved by the Major Events Approval Authority who is the Designated Official related to this policy. The Vice Provost for Student Success shall serve as the Major Events Approval Authority and may delegate this authority as follows:
   a. Associate Vice Chancellor, Colleges, Housing, and Educational Services
   b. Associate Vice Chancellor / Dean of Students
   c. Assistant Vice Chancellor and Chief of Staff, Division of Student Success
   d. Director, Real Estate Office

C. Approval to hold a Major Event on University Property may be denied on any of the grounds provided in section III of the Policy, or on any of the following grounds:
   a. The requirements of these Procedures have not been followed.
   b. The request does not comply with the requirements of the facility the applicant wishes to use.
   c. The request seeks to use a facility that is not available at the date or time requested; in case of multiple requests for one venue and time, priority will be given to requests from University Affiliates.
   d. The Event Sponsor has not timely (See Section II.C) tendered any required user fee, insurance certificate, or security deposit.
   e. The request contains a material falsehood or misrepresentation.
   f. The Event Sponsor has not submitted a UCPD approved security plan.
   g. Public advertising or promotion of the Major Event has occurred before the Major Event is approved.
   h. The Event Sponsor or the person on whose behalf the application for permission was made has on prior occasions damaged University Property and has not paid in full for such damage, has other outstanding and unpaid debts to the University, or has previously violated University policy.
   i. The proposed Event conflicts with other Events, functions, or activities.
   j. Intended guest count exceeds Fire Marshal-approved occupancy.
II. Procedure Details

A. Areas of Responsibility

Student Success: The Division of Student Success shall be responsible for ensuring compliance with the Major Events Policy and Procedures, by educating campus community members, providing training, and taking corrective action as needed. The Vice Provost for Student Success shall assume the responsibility of Major Events Approval Authority and may delegate this authority as outlined in section IB of these procedures. The Division of Student Success will maintain these procedures and all applicable policies, and will oversee the Major Events Approval Process.

Major Events Approval Authority: Major Events Approval Authority shall be responsible for approving Major Events and for ensuring compliance with the Major Events Policy and Procedures. As appropriate, the Major Events Approval Authority shall deny Major Event approval if the applicable policies and procedures have not been followed.

Facilities Manager: The Facilities Manager is responsible for scheduling, set up, and management of a facility to insure adherence to university regulations and applicable laws. The Facilities Manager will be trained to assess a reservation request, in order to ascertain if the proposed event may be a Major Event.

Event Sponsor: Event Sponsors shall be responsible for costs associated with the Major Event; for the planning, security, and implementation of the Major Event (where planning includes but is not limited to determining the Major Event’s program or content and advertising the Major Event); and for collaborating with the Facilities Manager to ensure that all public safety and security concerns are addressed and all applicable laws and university regulations and policies are followed. The Event Sponsor will ensure that the Major Events Policy and Procedures are adhered to during the event planning process, and that the appropriate approvals are sought and secured prior to the implementation of a Major Event.

Event Monitor: The Event Monitor (a University employee) will be on-site during a major event and is responsible for ensuring that the Major Events Policy and Procedures are followed at all times.

B. Procedure Steps/Checklist

Major Event Approval Procedures

Major Events initiated by Non-Affiliates of the University are to follow all directives and procedures outlined by the Real Estate Office in the Event Permitting Process [give URL], in addition to the procedures here.

The following procedures must be followed by all Event Sponsors wishing to hold a Major Event on University Property:

a. Comply with all University policies and all applicable laws and regulations throughout the Major Event planning and implementation process.

AT LEAST SIX WEEKS PRIOR TO THE MAJOR EVENT:

b. Review the Major Events Policy (section II) to determine if the proposed event may be a Major Event. Registered Student Organizations should engage their organization advisor in making this determination and in planning for the Event. The Procedures specified
here must be followed only if the Event Sponsor determines that the Event may be a Major Event. In case of doubt, these Procedures should be followed.

c. Make a preliminary facility hold for the desired location for the Major Event. Please note the following when considering possible facilities for your event:
   i. Major events may not exceed the maximum room capacity established by the Campus Fire Marshal.
   ii. A preliminary hold or reservation or indication of availability does not constitute approval of the use of the venue at the proposed date and time. Before agreeing to a request for use, the Facilities Manager is responsible for confirming that the Event Sponsor has satisfied all required University requirements, including those of this Policy and Procedures.
   iii. Approval of facility use will not be based on content or viewpoint anticipated to be expressed during the event.
   iv. Final approval requires written approval of the local Facilities Manager and may require the signing of a contract in a form acceptable to the Facilities Manager.

d. Submit the Major Events Approval Request form [insert url]. The Major Events Approval Authority will respond within three business days. The Major Events Approval Authority may require an event coordination meeting (see f below) before granting or denying approval, and may consult with other University offices, including without limitation, UCPD, Environmental Health and Safety, Risk Management, and Transportation and Parking Services regarding public safety, logistics, and impacts on other University functions or activities. As a condition of approval, the Major Events Approval Authority may impose conditions or requirements on Major Events undertaken by Event Sponsors.

e. Complete and submit UCPD Event Assistance Request Form (https://police.ucsc.edu/services/event.html). If the University has good-faith concerns about public safety associated with an Event, the University reserves the right to relocate the Major Event to a different venue and/or to a different date or time than what was requested by the Event Sponsor. The University reserves the right to alter at any time without notice the facilities that are available for Events. Event Sponsors may not rely on the availability of a particular venue until the University has given final approval for the Event in writing. See Appendix I for more information.

AT LEAST FIVE WEEKS PRIOR TO THE MAJOR EVENT:

f. If so directed by the Major Events Approval Authority, schedule an event coordination meeting to exchange information about the event and discuss logistical expectations with the appropriate campus units about the event, including, if applicable: UCPD, Campus Fire Marshal, Physical Plant, Environmental Health and Safety, Facilities Manager, Transportation and Parking Services. The Major Events Approval Authority may request an additional meeting to ensure that all instructions agreed to at the event coordination meeting have been carried out.

g. Publicity, advertisement or promotion of a Major Event may begin once the major Event is approved through the Major Events Approval process.

AT LEAST FOUR WEEKS PRIOR TO THE MAJOR EVENT:

h. Student groups: provide a budget for the Event to the Event Sponsor, and proof that sufficient funds required for the event have been secured.

i. Student groups and Non-Affiliates: submit proof of Event Insurance to the Event Sponsor. Acceptable proof of insurance requires, at a minimum, a certificate of insurance from an established and license insurance company that names “THE
REGENTS of the UNIVERSITY of CALIFORNIA” as an additional insured with General
Liability coverage of not less than xxxx.

AT LEAST THREE WEEKS PRIOR TO THE MAJOR EVENT:
j. If your major event is an outdoor concert or Dance, notify all those who might be
affected by the noise of such an event via visit, phone call, or email.

DURING THE MAJOR EVENT:
k. Adhere to the following requirements and guidelines:
i. Event Monitor is present throughout the event.
ii. Use of amplified sound must comply with the requirements provided in Section
40.42 of the Student Policies and Regulations Handbook and any other
applicable university policies.
iii. Concerts and dances shall:
1. End at the time determined by the Event Sponsor and Facilities
Manager. Dances must end no later than 12:00 a.m. on Fridays and
Saturdays, and earlier on other nights in accordance with the quiet
hours for that facility.
2. Ensure that attendance at the dance or concert is restricted to UCSC
students, staff, and faculty. Guests of UCSC may participate. For more
information, please see Appendix II of these procedures.
3. Ensure that all dances and concerts have at least one UCPD Officer or
Community Safety Officer (for CHES sponsored dances) present (unless
determined it is not necessary by the UCPD or Major Events Approval
Authority), as well as one staff employee assigned by the Event
Sponsor.
iv. End your Major Event no later than 12:00 a.m. or as prescribed by specific
facility policies, the Major Events Policy (section III), or campus policies,
whichever is earlier.

III. Getting Help
The Student Success Division provides training and assistance to campus units (including help with
completing forms, carrying out procedures, or interpreting policy).

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<thead>
<tr>
<th>If you need help with ...</th>
<th>Contact ...</th>
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<tbody>
<tr>
<td>Major Events Policy or Procedures</td>
<td>Division of Student Success, Assistant Vice Chancellor and Chief of Staff, <a href="mailto:larojas@ucsc.edu">larojas@ucsc.edu</a>, 831-459-1676</td>
</tr>
<tr>
<td>Student-initiated Major Events</td>
<td>SOMeCA, <a href="mailto:soar@ucsc.edu">soar@ucsc.edu</a>, 831-459-2934, CHES, 831-459-4377, Dean of Students, <a href="mailto:deanofstudents@ucsc.edu">deanofstudents@ucsc.edu</a>, 831-459-4446</td>
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<tr>
<td>Facility Reservations</td>
<td>Facilities Manager</td>
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<tr>
<td>Security planning</td>
<td>UCPD, 831-459-4311</td>
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<tr>
<td>Non-Affiliate Events</td>
<td>Real Estate Office Contracts Analyst, <a href="mailto:saamini@ucsc.edu">saamini@ucsc.edu</a>, 831-502-7099</td>
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</tbody>
</table>
IV. Applicability and Authority

This policy and accompanying procedures apply to Major Events held on the UC Santa Cruz campus and facilities owned or controlled by UC Santa Cruz. They supersede the Major Events Policy dated November, 2017.

This policy and procedures are a supplement to, and in case of inconsistency takes precedence over, the stipulations articulated in the UC Santa Cruz Student Policies and Regulations Handbook, as well as any facility regulations and procedures governing use of particular facilities on the campus.

The campus Vice Provost for Student Success is the campus authority for the Major Events Policy and Procedures, with implementation authority delegated to the Assistant Vice Chancellor / Chief of Staff of the Student Success Division, including the authority to approve exceptions.

This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor, _____ on x/x/20xx. Next review date is x/x/20xx.

V. Appeals

If an Event Sponsor wishes to contest any decision of the University under this Policy and Procedures, the Event Sponsor must submit a written appeal to the Major Events Approval Authority or designee within seven calendar days of receiving notice of the decision. The Major Events Approval Authority or designee may conduct an inquiry into the facts and circumstances and will respond to the appeal within ten business days.

VI. References

Related Forms

- Major Events Approval Request Form
- Major Events Procedures Check-List

Related Policies

- Major Events Policy
- Student Policies and Regulations Handbook
- Campus Alcoholic Beverage Policy for UCSC Sponsored Events
- Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California

APPENDIX I: Security Plans for Major Events

The Major Events Approval Authority or the Chief of Police (or designee) may establish specific security requirements as a condition of approving a Major Event.
A security plan will be established without regard to the viewpoint of the Event Sponsor or any speaker or performer at a proposed Event. Factors that may be considered in establishing a security plan may include, among other things:

1. The proposed location of the Event;
2. The estimated number of participants;
3. The age of the people attending the Event;
4. The presence of valuable property or large sums of money;
5. The presence of alcohol;
6. Whether the Event is open to the public, ticketed, or limited to University Affiliates;
7. The time of the day that the Event is to take place;
8. The date and day of the week of the Event;
9. The proximity of the Event to other activities, events, or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented or may otherwise heighten risks;
10. The anticipated weather conditions;
11. The estimated duration of the Event;
12. Credible information or intelligence about potential security concerns at the Event;
13. Prior experience with the Event or Event Sponsor;
14. Any other considerations that in the professional judgment of the UCPD are relevant to assessment of security needs.

APPENDIX II: Non-UCSC Affiliate Attendance at Concerts/Dances

The following guidelines and requirements apply when Non-Affiliates attend concerts/dances:
1. The Event Sponsor, in consultation with the Facilities Manager, may invite students or student groups from other colleges or universities. Each student guest may be required to sign their name and show their student ID at the entrance to the dance or concert.
2. The Event Sponsor, in consultation with the Facilities Manager, may also give approval to the hosting Registered Campus Organization to invite Non-Affiliates.
3. The Event Sponsor, in consultation with the Facilities Manager, may permit each currently enrolled UCSC student to bring a maximum of three non-UCSC guests. The UCSC student host must accompany their guest(s) at all times and are responsible for the behavior of their guests, including violations of the Student Code of Conduct or University policy.
4. If performers at the event wish to invite a non-UCSC guest, approval by the Event Sponsor is required in advance. A written guest list with a maximum of two guests per performer must be provided to the Event Sponsor four weeks prior to the event.
5. Publicity must indicate that student, faculty or staff ID cards are required as well as any other restrictions on admission. All targeted advertising and invitations to groups and individuals from other campuses will clearly state that student ID must be held by all non-UCSC students at all times while on the campus, and that alcohol is prohibited.
Interim Major Events Policy
(Policy DSS-001)

I. Purpose of the Policy

The University of California, Santa Cruz is committed to ensuring that all persons may exercise the constitutionally protected right of free expression and that there is an ongoing opportunity for the expression of various viewpoints. UC Santa Cruz (UCSC) is also committed to enabling persons to host a variety of Events on University Property, thereby enriching the university experience.

Accordingly, UC Santa Cruz (UCSC) makes available certain facilities for use by staff, faculty, students, alumni, and the community at large. In case of conflicts, the university gives preference of venue to university employees. Each facility has rules for use, which may include fees and other requirements.

In addition to rules issued by individual facilities, UCSC has a strong interest in ensuring that Events on campus do not disrupt university functions or activities, pose unreasonable danger to people or property, or conflict with other Events.

Producing a Major Event while ensuring freedom of expression, safety, and continuity of university functions requires preparation and planning. The purpose of this policy and the accompanying procedures is to assist in planning successful Major Events on University Property while allowing the University to address possible legal concerns and ensure that policies governing freedom of expression, safety, disruption of university business, and other matters are followed.

Therefore, all Major Events on the Santa Cruz campus must comply with this policy. Failure to comply with this policy may result in discipline, legal liability, and/or cancellation of the Major Event.

The University will administer this policy without regard to the viewpoint of the Major Event Sponsor or the people performing at or attending the Major Event. This policy may not be used to prevent the lawful exercise of the constitutionally protected rights of freedom of speech or assembly. Criteria for assessing Events must be applied in a viewpoint-neutral manner.

II. Definitions

Affiliate: Any person who is a student, officer, official volunteer, employee, Regent, or emeritus of the University of California; or a member of the UCSC Foundation Board or Alumni Council; or a member of a household authorized to reside in University Property.

Dance: Any social gathering meant to promote free movement by attendees to amplified music. This does not include performances during which only the performers are dancing.
**Department:** Any academic unit (including a college, school, organized research unit, academic center, academic division, or an academic department) or administrative unit of the University of California, Santa Cruz.

**Event:** Any planned gathering including but not limited to celebrations, Dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences. Events do not include classes, staff meetings, orientations, athletic practices, contests, or tournaments sponsored by or conducted under the auspices of the University as part of the ordinary operations of the University. For a full list of Events that are **not** subject to this policy, see Section III.

**Event Monitor:** A University employee on-site during a Major Event that is responsible for ensuring that the Major Events Policy and Procedures are followed at all times.

**Event Sponsor:** A University Department or affiliated group (e.g. alumni association, foundation board) that is responsible for ensuring that this policy is followed. Examples of Event Sponsors include academic and administrative Departments (including Departments that sponsor on behalf of students, such as Student Organization Advising Resources) and University facilities.

**Facilities Manager:** A staff member specifically charged by an Department unit head with the responsibility for scheduling, set up, and management of a facility to insure adherence to university regulations and applicable laws.

**Major Event:** Events for which any one or more of the following conditions apply:

1. Over 100 individuals are estimated to attend;
2. Authorized campus officials determine that the Event is likely to significantly affect public safety and security (based on assessment by the UC), or significantly affect general operations or services on campus (including service roads or parking);
3. Authorized campus officials determine that the Event is significantly likely to interfere with other campus academic or business functions or activities;
4. The event is a Dance (as defined by this policy) or a concert featuring amplified sound, at which a majority of the audience is not seated;
5. Alcohol is intended to be served; or
6. Outdoor amplified sound is requested.

While the presence of any of these conditions (1-6) automatically means that an Event is considered a Major Event, the following may also be considered:

a) Breadth of distribution of advertising;
b) Location/capacity of facility where Event is held;
c) Anticipated ratio of Affilie to Non-Affiliate, or UCSC student to non-UCSC student, participants;
d) Time of day or night.

**Major Events Approval Authority:** The official responsible for approving Major Events and for ensuring compliance with the Major Events Policy and Procedures.

**University Property:** buildings and grounds that are operated by, or under the control of, the Regents of the University of California.

**UCPD:** University of California Police Department. Event Sponsors organizing events at UCSC work with the UCSC branch of the UCPD.
III. Detailed Policy Statement

The University reserves the right to classify any proposed Event a Major Event that is subject to this policy, consistent with the definition set forth above.

All Major Events must have Event Sponsors. To host a Major Event on University Property, Event Sponsors must first obtain permission from the Major Events Approval Authority by complying with the requirements stated in this Policy and following the Major Event Approval Process given in the accompanying Procedures. This approval process requires that arrangements for a Major Event begin in time for adequate planning.

Event Sponsors may not publicly advertise or promote a Major Event before receiving approval to hold the Major Event as provided in this Policy and the accompanying Procedures. Submitting an application for permission to hold a Major Event does not guarantee that permission will be granted or will be granted for the date, time, or facility requested.

As a condition of use of University Property, Event Sponsors agree to be solely responsible for their Major Events, including (but not limited to) the Major Event’s content, planning, advertising, security, implementation, and costs. The University is not responsible for the content, planning, advertising, security, implementation, or costs of Events organized by Event Sponsors.

Event Sponsors agree to reimburse the University for any damage or injury arising from their Events and agree to defend and indemnify the University from all losses, liabilities, or claims arising from their Events to the extent that the damages or injuries or the losses, liabilities, or claims arise from the negligent or intentional acts of the Event Sponsors or their agents, affiliates, guests, or invitees. The University may provide assistance, guidance, and suggestions to Event Sponsors regarding their Events, but such assistance, guidance, or suggestions will not eliminate, alter, or limit the sole responsibility of Event Sponsors for their Events.

Major Events that are deemed by the Major Events Approval Authority as requiring security plans will be subject to the following requirements: In consultation with UCPD, the Event Sponsor must develop and submit a reasonable security plan that addresses foreseeable risks associated with the proposed Major Event. This security plan must be submitted according to the timeline specified in the Major Events Procedures document. The University reserves the right to provide additional security to a Major Event for the protection of public safety or University property. The University will not charge special fees to the Event Sponsor if the University decides to provide additional security over and above the security required of the Event Sponsor under the approved security plan. The provision of additional security by the University does not relieve Event Sponsors from responsibility, including legal liability, for the security of their Events. External security firms hired to work at an Event must be approved by the UCPD. Please see Appendix I of the Major Events Procedures for additional guidelines regarding security plans.

Sponsors must comply with all University policies. Sponsors must have on-site at all times during the Major Event an Event Monitor charged with supervising the Event.

If the University reasonably concludes that an Event presents an imminent threat to safety or property or if the Event is not in compliance with all University policies, including but not limited to the requirements stated in this policy, the University may prevent the start of an Event, terminate an Event in progress, or relocate an Event from one place to another.

Nothing in this Policy limits the authority of UCPD or other appropriate law enforcement authorities to declare an unlawful assembly and order immediate dispersal or otherwise enforce criminal laws.
Events must not:

(1) Unreasonably disrupt or interfere with other University business, functions, or activities, or disrupt or interfere with the permitted activities of University Affiliates or invitees.

(2) Violate the legal rights of other persons, endanger their physical safety, or unreasonably disrupt, interfere, or obstruct viewing or hearing of an expressive activity of another person or group that is in compliance with University policy.

(3) Obstruct or interfere with the ingress or egress to any University facility or obstruct or interfere with the use of any walkways, roadways, or fire lanes.

(4) Include any activity that damages or poses an unreasonable risk of damage to the environment (e.g., trees and other vegetation, wildlife) or to property.

(5) Take place inside or within 100 yards of a University residential hall, dormitory, or apartment during (i) residential quiet hours (between 10:00 p.m. and 8:00 a.m. Sunday through Thursday or between midnight and 10:00 a.m. Friday and Saturday); or (ii) finals week quiet hours (from 10:00 p.m. on the Thursday prior to the start of finals to the end of the quarter).

(6) Have inadequate logistical, security, or budgeting plans to ensure adherence to University policies, including the requirements of this Policy.

(7) Violate law, this Policy, or other University policies.

Priority for the use of University Property will be given to Affiliates of the University of California. Subject to the requirements of this policy, and to campus regulations and policies applicable to specific facilities, campus facilities may be made available for use by Non-Affiliates, provided those facilities are not needed by the campus at that time and use by the Non-Affiliate users adheres to University policies, including the requirements given in this policy.

Permission to hold a Major Event on University Property may be denied, or a Major Event may be delayed, if the requirements of this Policy and the accompanying Procedures are not followed. Approval of an Event will not be based on content or viewpoint anticipated to be expressed during the Event.

Holding a Major Event on University Property without adhering to the requirements of this policy is prohibited and may result in discipline and/or legal liability for the Event Sponsors and may result in termination of the Event by the University.

**Compliance**

Any individual found to be in violation of this policy may be subject to disciplinary action in accordance with applicable faculty, staff personnel, or student Code of Conduct policies, including collective bargaining agreements.

**Exceptions**

The following kinds of Event, when sponsored by or conducted under the auspices of the University as part of the ordinary operations of the University, are not subject to this policy:

- Classes, labs, or sections offered by University academic programs
- Staff or faculty meetings
- Regular orientations for new students, staff, or faculty
- Regular trainings for students, staff, or faculty
- Athletic practices, contests, or tournaments
- Therapy animal events
- Weddings, birthday parties, communions, bar/bat mitzvahs, and similar Non-Affiliate celebrations
- Events sponsored by University Relations
- College-sponsored Welcome Week activities (excluding Dances)
- Boardwalk Frolic
- Residential Life house or hall meetings

Other recurring Events that qualify as Major Events may be exempted from this policy on a case-by-case basis.

Exceptions to any portion of this policy require the approval of the Major Events Approval Authority or designee, in consultation with the Sponsor, UCPD, Facilities Manager, and other relevant parties.

**Appeals**

If an Event Sponsor wishes to contest any decision of the University under this Policy and Procedures, the Event Sponsor must submit a written appeal to the Major Events Approval Authority or designee within seven calendar days of receiving notice of the decision. The Major Events Approval Authority or designee may conduct an inquiry into the facts and circumstances and will respond to the appeal within ten business days.

Please refer to the UC Santa Cruz Interim Major Events Procedures document for more information.

### IV. Getting Help

<table>
<thead>
<tr>
<th>If you need help with ...</th>
<th>Contact ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions related to this policy</td>
<td>Division of Student Success, Assistant Vice Chancellor and Chief of Staff <a href="mailto:larojas@ucsc.edu">larojas@ucsc.edu</a>, 831-459-1676</td>
</tr>
<tr>
<td>Questions regarding security plans and safety planning for major events</td>
<td>UCPD, 831-459-2231</td>
</tr>
<tr>
<td>Facility reservations</td>
<td>Facility managers at campus locations</td>
</tr>
<tr>
<td>Events sponsored by Non-Affiliates</td>
<td>Real Estate Office Contracts Analyst <a href="mailto:saamini@ucsc.edu">saamini@ucsc.edu</a>, 831-502-7099</td>
</tr>
</tbody>
</table>

### V. Applicability and Authority

This policy and accompanying procedures apply to Major Events held on the UC Santa Cruz campus and facilities owned or controlled by UC Santa Cruz. They supersede the Major Events Policy dated November, 2017.

This policy and procedures are a supplement to, and in case of inconsistency takes precedence over, the stipulations articulated in the UC Santa Cruz Student Policies and Regulations Handbook, as well as any facility regulations and procedures governing use of particular facilities on the campus.
The campus Vice Provost for Student Success is the campus authority for the Major Events Policy and Procedures, with implementation authority delegated to the Assistant Vice Chancellor / Chief of Staff of the Student Success Division, including the authority to approve exceptions.

This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor, ____ on x/x/20xx. Next review date is x/x/20xx.

VI. Related Policies/References for More Information
Related Policies and Procedures

Campus Alcoholic Beverage Policy for UCSC Sponsored Events
UC Santa Cruz Student Policies and Regulations Handbook

Implementation Procedures

Interim Major Events Procedures

VII. Revision History

This is a new policy.