

The University Police Department (UPD) is responsible for making a final determination for adequate security needs for campus-related events. If you anticipate that your event may include any of the following elements, details should be submitted to UPD no later than 30 days prior to the event. A member of UPD may contact you with additional questions before your event is approved. The host organization will be responsible for any additional security costs.

When submitting information to UPD, please include:

- Event Coordinator Info
- Hosting Organization
- Expected Attendance
- Dates and Times
- Location
- Backup/rain Locations

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- **Alcohol will be served** (CB Lundy is currently the only approved vendor to distribute alcohol)
    - What is the event set-up?
    - If minors will be in attendance or the event is held in a public-access area, how will you ensure alcohol remains in the designated area (i.e. stanchions, signs, staff, etc)?
  - **Attendance exceeds 150 or expected to have a head count near or exceeding space capacity**
    - What type of event is it (i.e. dance, performance, presentation)?
    - What is the expected attendance and what is the capacity of the venue?
  - **Cash on-site**
    - How much is anticipated and how many collection points?
  - **Fireworks**
    - What is the time and length of the show?
    - What location will the fireworks be set off from?
    - Have the permits been approved? If not, where are you in the process?
    - Have the proper notifications been made (i.e. airport)?
  - **High profile attendees or media expected**
    - Who are the attendees and have they had any security problems or concerns at past events?
    - Have there been any threats made against the attendees or event?
    - Does the attendee have private security?
  - **History of behavior not consistent with USF Regulations and Policies**
    - Describe the behavior to include dates, times and number of instances.
  - **Manhunt/laser tag/other event that may be viewed as suspicious by onlookers**
    - Please provide a map of the area of play
    - How many of players and referees? How will be they distinguished as such?



- **Minors are expected to attend** (under 18 years old)
  - How many minors and chaperones?
  - Will minors be on campus late or overnight?
- **Loud or live music**
  - What type of music (band, DJ, etc)?
  - Where will the performer/speakers be located?
- **Road closures**
  - What roads will be closed?
  - Have permits been approved by the City of St. Petersburg?
  - Were any requirements imposed by the City of St. Petersburg?
- **Speakers or topics that may draw protesters** (i.e. controversial or political)
  - Please provide details on the speakers/topics to include a history of security response, if any, at past events.
  - Will the event be advertised and open to the public?
- **Weapons or replica weapons present** (i.e. demonstrations, costume props)
  - Refer to USF System Policy 6-009. If the intended use complies with University Policy, provide details of the event to UPD.
- **Overnight events** (i.e. lock-in)
  - What professional staff member will be present during the duration of the event?
- **Other safety/risk management concerns**
  - This is not an all-inclusive list. If you have questions, ask!



if you  
**SEE**  
something  
**SAY**  
something

University Police  
727-873-4444

EVENT PLANNING SAFETY & SECURITY POINTS OF CONTACT		
<p><b>Joseph Gonska</b> Police Officer jgonska@usf.edu (727) 873-4605</p>	<p><b>Paul Andrews</b> Police Captain pjandrew@usf.edu (727) 873-4321</p>	<p><b>Alex Tweardy</b> Environmental Health &amp; Safety ajtweardy@usf.edu (813) 974-1218</p>

**Additional Things to Consider:**

- Are you signed up for emergency alerts? Do you have a plan in the event of a sudden, severe change in weather?
- Are you using chemicals (i.e. paints) for your event? Are they biodegradable and/or managed in a safe, responsible manner?
- Does your event include activities that increase liability for the University (i.e. climbing walls, petting zoos)? Additional requirements may be imposed by the University.
- Keep in mind that your event will need to comply with University policy, fire codes, ADA requirements, etc.