

Guidelines for Use of University Facilities by Students and Student Organizations

The use of a University facility, property, or University owned perimeter of such property or facility shall be consistent with the educational mission of the University and with the general nature of the facility. These guidelines govern the use of University facilities for events sponsored by students and student organizations. Facilities are available for students and student organization use and events during the school year and summer, except during the period of the first day of finals through the last day of finals. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director of Student Activities and Leadership, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policy. The decision regarding the category assigned to a particular event may be appealed to the Dean of Students/ Dean of Student Life, whose decision is final. The Director of Student Activities and Leadership and the Dean of Students/ Dean of Student Life may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

The Office of Student Activities and Leadership will pay for the first two police officers for all events other than Type D events. For Type D events, the sponsoring organization is responsible for all police officers and outside security expenses. For all other types of events, the sponsoring organization is responsible for paying for any security in excess of two (2) police officers. If the event is held in a facility other than the Webb Center, the sponsoring organization will be responsible for payment of all other expenses related to the event, e.g., clean-up, electrician, tables, chairs.

Type of Event

- Type A** This type of event is free and open to all students and the general public. For all events under a 500 person capacity, police presence is not required. For events over a 500 person capacity, one police officer is required for the event. Level A events include but are not limited to speakers, cultural shows, movies, and comedy shows.
- Type B** This type of event requires payment of an admission charge and is open to all ODU students and the general public. For all events under a 500 person capacity, one police officer is required for the event. For events with an anticipated attendance of more than a 500 person capacity, two police officers are required. Type B events are planned as auditorium-style, seated events and include, but are not limited to, cultural shows, comedy shows, fashion shows, pageants, and talent shows.
- Type C** This type of event requires the payment of an admission charge and is open only to ODU students. The maximum capacity for all Type C events is 800 persons. One (1) officer per 100 attendees is required. For events of 800 capacity, an additional 12 outside security is required. Additional outside security may be required in the sole discretion of the Director of Student Activities and Leadership. These events are typically general admission with no seating. Type C events are limited to two per semester per student organization, including those co-sponsored with other student organizations. Type C events include, but are not limited to, dances, DJ battles, and concerts.
- Type D** This type of event requires the payment of an admission charge and is open only to ODU students. Attendance is limited to the capacity of the event venue. Groups sponsoring Type D events rent space on-campus and are responsible for all expenses related to the event. University staff will not assist with event

planning or production. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Possible locations for these events are athletic space and Ted Constant Convocation Center. Type D events include, but are not limited to, dances, DJ battles, and concerts.

Type E

Admission is charged and the event is open only to ODU students. Type E is not a rental and University staff will assist with event planning. Attendance is limited to the capacity of the event venue. All Type E event receipts or revenues will be deposited to a University account, and all expenses directly related to the event will be paid by the University from event revenues. Fifty per cent of any remaining event revenues will be deposited in the student activities program account. The other fifty percent goes to the organization. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Type E events are limited to two per semester per student organization including those co-sponsored with other student organizations. Possible locations for this event are Webb Center, athletic space, and Ted Constant Convocation Center. Type E events include, but are not limited to, dances, DJ battles, and concerts.

Type F

Type F events are only open to the sponsoring organization's members and their guests. Type F events must have a ratio of one ODU student organization member for each guest. For all Type F events with an anticipated attendance of less than 500, one police officer is required. For those events with a projected attendance greater than 500, two police officers are required.

Table

Type of Event	Capacity	Police	Outside Security
A	< 500	n/a	N/a
A	> 500	1	N/a
B	< 500	1	N/a
B	> 500	2	N/a
C	<700	1 per 100 capacity	N/a
C	701 - 800	1 per 100 capacity	12
D	up to 500	1 per 100 capacity	n/a
D	501 to 600	6	8
D	601-700	7	10
D	701-800	8	12
D	801-999	9	12
D	1000 +	10	20
E	up to 500	1 per 100 capacity	n/a
E	501 to 600	6	8
E	601-700	7	10
E	701-800	8	12
E	801-999	9	12
E	1000 +	10	20
F	< 500	1	n/a
F	> 500	2	n/a