

On-Site Event Staffing Policy

Summary

Columbus State University requires organizations and departments to meet specific contact, security, communication, and staffing requirements to host on-site events.

Purpose

The purpose of this policy is to outline the specific requirements organizations and departments must meet in order to staff on-site events, including contact, security, and weekend staffing.

Policy

The on-site event contact must be full time faculty or staff member representing the sponsoring department, group or organization. They **must** be present for the duration of the event and adhere to all University policies and procedures.

Security

Only officially assigned Columbus State University police officers may be utilized for events. The final determination of the number of police officers necessary for a specific event will be made by Public Safety.

Security is required for any event collecting money on site or if alcohol is being served.

If, in the determination of the Public Safety, special or additional security arrangements must be made for an event, any overtime or extra personnel costs normally will be charged to the sponsoring organization or department.

Night and/or Weekend Staffing

All events require prior planning and notification so that adequate personnel and equipment can be made available. For events that occur at night or on weekends, overtime is required and prior scheduling is a must if personnel are required. The departments impacted include, but are not limited to, Plant Operations, Public Safety and Parking. On weekends, it is difficult to employ the necessary staff unless there is advance planning and a commitment from the affected departments. Complete arrangements must be made with all involved departments to avoid event cancellation.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

7/8/2016

Responsible Authority

University Support Services