

This policy has been posted as an interim policy. Please contact the Office of Policy Administration if you have any questions or concerns.

Event Management

UA-14

About This Policy

Effective Dates:

04-30-2018

Last Updated:

04-30-2018

Responsible University Administrator:

Executive Vice President for University Academic Affairs

Policy Contact:

Chief Policy Officer

Office of the Executive Vice President for University Academic Affairs

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Scope

This policy applies to events that are planned to be staged on Indiana University property (collectively, “facility” or “facilities”) by units, groups, individuals, or entities, whether internal or external to the university, which require extensive logistical, safety, and security planning related to crowd and traffic management, ticketing and cash management, staging and carnival attractions, fires, fireworks, outdoor restroom facilities, and food and alcohol service.

Policy Statement

The mission of Indiana University is the advancement of education and research and, in support of that mission, the university is committed to the free and civil exchange of ideas and the principles of academic freedom. In accordance with its responsibilities under the First Amendment of the U.S. Constitution, Indiana University affords and is committed to protecting the rights of students, faculty, staff, and invited guests and visitors to free speech and expressive activity, such as assembling and speaking in public areas of campus, as well as writing, publishing, and inviting speakers on any subject.

As a public institution, Indiana University does not limit speakers or visitors to the university on the basis of their points of view or beliefs, nor will IU prohibit the expression of objections to speakers or their points of view. An invitation by an internal sponsor or a reservation of space by an external sponsor does not constitute the university’s or the internal sponsor’s endorsement of any or all the speaker’s views or opinions.

IU reserves the right to regulate the time, place, and manner of free speech and expressive activities to protect public health, safety, and welfare, and to prevent disruption of its educational, research, outreach and business functions, and normal or scheduled uses of University property by the campus community. Priority for the use of University property will be given to academic and administrative departments of Indiana University.

Physical violence, specific threats of physical violence, intimidation, and the destruction of property are strictly prohibited, and the university may exclude from its property and facilities any person who violates this prohibition.

Reason For Policy

In support of its educational and research mission, Indiana University is the frequent site of events that promote cultural and civic engagement for the university community and secondarily for the community at large. Many

of these events implicate the rights of speech and assembly accorded by the First Amendment of the U.S. Constitution. This policy is intended to facilitate the varied and large-scale events conducted on IU's campuses consistent with law and university policies addressing public health, safety and welfare, to promote the efficient and orderly use of university property, and to foster and sustain the conditions necessary for the safe, free, and lawful expression of ideas in the context of a diverse academic community.

The institutional values embodied in this policy reflect the [commitment to free speech on campus](#) articulated by the Presidents and Chancellors of the Association of American Universities on April 18, 2018.

Procedure

- A. Event sponsors must engage in these event planning procedures if one or more of the following conditions are intended or may reasonably be anticipated to apply:
 - a. Anticipated attendance is 250 indoor attendees or 500 total attendees (indoor and outdoor or outdoor only);
 - b. A dignitary, newsworthy individual, or celebrity is attending or appearing;
 - c. Authorized university officials determine that the event requires logistical planning for campus safety and security (including safe ingress/egress for the speaker) or significantly affects campus services (including kiosk guards, service roads, or parking);
 - d. Authorized university officials determine that the event presents a high likelihood of substantial disruption of the university's academic, administrative, or auxiliary functions, or a scheduled athletics or cultural event;
 - e. The event will be ticketed, irrespective of whether there is a charge for the tickets;
 - f. Credit cards will be used or cash will be collected for admissions, concessions, and the like;
 - g. Alcohol will be served;
 - h. An outdoor stage will be used or the event would otherwise require an Amusement & Entertainment permit from the State of Indiana if the event were held on non-university property
 - i. Outdoor amplified sound is requested.
 - j. Electricity will be utilized at the event, whether provided by the university or through the use of a sponsor-provided generator.
- B. If food will be served at an event but no other criteria identified in Section A. apply, the event sponsor must receive approval for the food service through EHS in accordance with [PS-EHS-05, Food Protection](#) and ensure that food service at the event complies with that policy.
- C. Any determination by authorized university officials that the procedures set forth in Section A.3. or 4. apply to an event shall be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event, but may be based on the reasonable consideration of the experience of other universities or public venues. Event sponsors are encouraged to consult with the appropriate campus contact at the earliest possible time if they have any question whether their event is subject to these procedures.
- D. Event planning steps:
 - a. A person authorized to act on behalf of the individual(s) or organization(s) to host an event ("event sponsor") must submit an event request that provides information about the event related to the criteria identified in Section IV.A. and other information needed for planning the particular event.
 - a. The request should generally be made no less than 45 days prior to the proposed date of the event.
 - b. If the internal event sponsor is a registered student organization or self-governing student organization, the request should be submitted to the campus student affairs office at the campus at which the event is to be held.
 - c. If a request is submitted to campus student affairs/venue scheduler and the proposed event requires extensive logistical, safety and security planning, the venue scheduler will forward the request to UEM for coordination of [steps 2-5]; otherwise, campus student affairs/venue scheduler and the event sponsor may finalize arrangements for the event.

- b. UEM/campus student affairs will promptly assess appropriate available spaces and assign location, date, and time in consultation with the sponsor.
- c. Before UEM will approve the date and location of the event, the event sponsor must obtain all relevant approvals notification and approval requirements as established in other policies administered by UEM, IUPD, the venue scheduler/facility manager, or the campus at which the event is to be held (e.g., <https://protect.iu.edu/emergency-planning/event-planning/index.html>).
 - a. UEM will make best efforts to approve the date and location of an event within 6 weeks of the event sponsor's request.
 - b. In order to expedite UEM's action on a request, all approvals should be obtained at least 30 days prior to the event.
 - c. The date and location of the event cannot be publicized prior to the issuance of these approvals.
- d. The university's name and marks may not be used in a manner that represents or suggests university sponsorship of the event. See [Licensing and Trademark Policy](#).
- e. UEM or the assigned venue/facility manager may schedule an event coordination meeting with the event sponsor approximately four weeks prior to the event. The following are representative logistical, safety, security, and venue management operations that may be required to conduct a well-executed major event in a manner that is safe and secure and in compliance with all applicable laws and university policies. These descriptions are not meant to be and shall not interpreted to be all-inclusive:
 - a. Police services: IUPD officers on normal shift: venue area patrols or brief dedication of one officer Non-shift IUPD officers (2-hour minimum): dedicated before, during, and after the event.
 - b. Customary venue, security, and crowd management services: services such as box office or ticketing services, catering or hospitality, ushers and ticket takers, dignitary protection or other services (as appropriately requested by the event host or determined by the university), venue rental, production equipment rental and staffing, and custodial services.
 - c. Controlled-access venue services: wristbands, tickets or a similar university-approved measure required to manage the number of individuals entering the venue. Tickets and wristbands must be provided by a vendor approved by Indiana University.
 - d. Additional safety measures, services or equipment: barriers or other temporary fencing, enhanced ticketing requirements for controlled-access venues; additional internal and external security resources including approved security firms and law enforcement agencies with overlapping jurisdiction or by invoking extended mutual aid agreements. Regardless of the funding source, all additional security will be engaged by the university; the event sponsor shall not directly contract for security.
- E. As a general matter, the event sponsor is responsible for the cost of safety and security measures within the venue for the protection of performers, speakers, and the planned audience; and for the minimum safety and security measures outside of the venue, which are charged to all major events for the protection of performers, speakers, and the planned audience, including traffic management associated with the event's planned guests. The university is responsible for the cost of safety and security measures and traffic management associated with observers, or protesters.
- F. All event sponsors and participants are required to comply with local, State, and federal law, university policies, and any venue-specific policies. Violations may result in removal from the venue, and could additionally be referred to the relevant university disciplinary process, the Indiana state judicial system, or both.
- G. The university reserves the right, based on a reasonable assessment that proceeding with the event has created an imminent threat of physical harm, to refuse to schedule the event, or to cancel a scheduled event if cancellation appears to be the only effective way to protect public safety. Refusal to schedule or cancellation will be exercised only in extraordinary circumstances and without regard to the viewpoint of the speaker or protestors.
- H. The university reserves the right to halt and cancel an event already underway upon a determination that safety of participants and others are at risk. Such a determination shall be made on a case-by-case basis considering the particular circumstances presented.

Definitions

Authorized university officials: depending on the parameters of the event, authorized university officials may include the police department at the campus at which the event will be held (“IUPD”), University Events Management, campus-specific Student Affairs professionals, Environmental Health & Safety, Public Safety & Institutional Assurance

External sponsor: individuals and other entities not affiliated with Indiana University

Indiana University property – Buildings, grounds, and land that are owned by Indiana University or controlled by Indiana University, via leases or other contractual arrangements

Internal sponsor: the university’s academic departments, administrative units, centers, museums and other cultural institutions, and institutes of Indiana University, including individual faculty or staff members, and IU registered student organizations and self-governing student organizations

Substantial disruption: a person or group engages in behavior that prevents the speaker, performer or event from proceeding, or prevents others from hearing, seeing, or engaging with an invited speaker, performer, or event (also known as the “heckler’s veto”)

Sanctions

Failure to comply with this policy and its procedures may result in denial of approval or cancellation of a proposed event or of an event already underway.

Any violations of this policy by members of the Indiana University community (faculty, staff, academic staff, students, or volunteers) will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university.

Violations of this policy by anyone not a member of the Indiana University community will result in removal from Indiana University property. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued.

Suspected violations of law will be referred to law enforcement and may result in criminal penalties.

Related Information

[PS-01, Programs Involving Children](#)

[FIN-INS-16, Fire Safety](#)

[PS-05, Unmanned Aircraft \(Drones and Model Aircraft\)](#)

[PS-EHS-05, Food Protection](#)

[FIN-INS-11, Animals in Buildings](#)

[PS-03, Possession of Firearms and Weapons](#)