



Policy Title: Special Events on University Property	Category: Administration
Owner: Vice President for University Operations	Policy ID#: 5-6030-008
Contact: Facilities Management/Scheduling Web: https://www.fm.colostate.edu/events Email: facilitiescheduling@colostate.edu	Last Revision: 1/17/2025

PURPOSE OF THIS POLICY

Colorado State University facilities are unique in Northern Colorado and are in high demand. Individuals and groups other than the University and its internal units often seek to use them for performances, academic programs, and other events included in the definition of "Special Events" set forth below. The use of university facilities for Special Events should be consistent with and contribute to the University's mission of teaching, research, and outreach. Accordingly, a proposal to use University facilities for a Special Event will be considered by the University under this policy, taking into consideration the criteria included in this policy.

The purpose of this policy is to govern scheduling and use of university facilities to protect and preserve these facilities, assure the safety of the university community, and manage conflicts between competing needs for use.

APPLICATION OF THIS POLICY

This policy applies to all persons seeking to use University properties and facilities for Special Events. It applies to all Special Events to be hosted or sponsored by university departments, registered student organizations or non-campus parties on university property. This policy and the provisions of a contract for a Special Event apply to all persons seeking to use University properties or facilities for Special Events and such persons and Special Events must comply with both this policy and terms of any contract for a Special Event, and this policy is specifically incorporated into and made part of any contract for a Special Event. In addition, the University's Large Event Guidelines is specifically incorporated into and made part of any contract for a Special Event and must comply with the Large Event Guidelines if the Special Event qualifies as a Large Event.

EXEMPTIONS FROM THIS POLICY

None.

DEFINITIONS USED IN THIS POLICY

EMS – all special event requests be submitted through the EMS system.

Large Event: Any gathering, conference, or activity that involves a significant number of participants from within or outside the institution. These events may require extensive planning, logistical coordination, and resources due to their scale. The following conditions apply:

1. Two hundred or more persons are anticipated to attend; and/or
2. Authorized university officials, such as the Assistant Vice President for Safety and Risk Services, CSU Police Department, University Special Event Advisory Group (USEAG), or Event Planning staff (University Events or LSC Events) determine that the event is likely to significantly affect campus safety and security, or significantly affect normal university operations, including but not limited to providing usual and customary services to students, faculty and staff, classes and educational activities.

Any determination by university officials that an event constitutes a Large Event shall be based on the officials' content-neutral assessment of information relevant to the proposed event.

The University reserves the right to classify any proposed event as a Large Event subject to this policy, consistent with the guidelines above. Event hosts and Sponsors are encouraged to consult with the appropriate campus contact at the earliest possible time to help ensure the event is properly planned and may successfully be hosted.

Special Event: A temporary event on CSU property which may occur for part of one day, or one or more days, including, but not limited to, camps, academic programs, outdoor festivals, shows, games, races, sporting events, concerts, conferences, speakers, trade shows, as well as any type of rally, event, gathering, and fundraiser. These events have the potential to impact pedestrian or traffic flow and normal university operations, including, but not limited to academic programming.

Sponsor: An organization or individual that requests the use of University facilities or grounds to hold a Special Event. Sponsors may be external to the University or may be members of the university community (students, faculty, staff and other employees). When a Sponsor is an external party, a university department or registered student organization (RSO) must act as a co-sponsor and an external party without a university department or registered student organization is not eligible to hold a Special Event.

POLICY STATEMENT

Colorado State University is committed to providing educational, social and cultural experiences that enhance the lives of students and the community at large. University

facilities are state assets, to be used first to directly serve the needs of the University and its internal units (recognized student organizations, faculty, staff, colleges, departments, offices, etc.). Accordingly, the University and its internal units shall, at all times, have first preference for the use of all University facilities. Requests to use facilities by people or organizations not associated with Colorado State University must be sponsored by an on-campus person, group or organization.

All Special Events must be approved in advance by the University Special Event Advisory Group (USEAG).

The University expects the rights and privileges of all persons to be respected and that there will be no endangerments to University property or the health or safety of the campus community, or significant disruptions to normal University operations. This policy will be enforced in a content-neutral manner to facilitate the exercise of rights of free speech and assembly while also protecting the university community.

This policy operates in conjunction with specific requirements for use of each University facility on any of its campuses. Facility reservation deadlines and other procedural details may vary among University facilities. To determine the correct facility manager for a requested venue, please contact Facilities Management Scheduling.

Failure to comply with campus regulations and policies pertaining to events may result in denial of the facility use request.

POLICY PROVISIONS

1. The University Special Event Advisory Group consists of representatives from various campus units including, but not limited to, Athletics, ASCSU, Conference Services, Environmental Health Services, Facilities Operations/Scheduling, Lory Student Center/Campus Activities, Parking Services, External Relations, Risk Management, University Police Department, and the General Counsel's Office. USEAG members are appointed by the Vice President for University Operations in accordance with the group's Charter. Its chairperson is the Assistant Vice President for Safety and Risk Services, Chief Resiliency Officer or designee.
2. A Special Event Assessment Rating (SEAR) applies a risk-based methodology to all submitted events and assigns them a SEAR rating. This methodology considers the threat, vulnerability, and consequences of each event. The Special Event Assessment Rating is intended to provide a high-level view of threats/issues to plan appropriate safety and security staffing/assets; it is not all-inclusive and should not be considered definitive. Additional resources may be required beyond those identified within the assigned SEAR tier.
3. The University will not incur any cost for non-university, commercial Special Events where facilities are leased for a profit-making function. The sponsoring organization

or user will cover all costs related to the event. The University will provide to the event sponsor cost estimates for such services as public safety and crowd management, overtime for facility crews who prepare and clean up the venue, additional equipment rentals, e.g. portable toilets, etc.

4. Requests to hold a Special Event at a University facility will be reviewed on a case-by-case basis to determine potential advantages for the University, to ensure the event adheres to the University mission, and to evaluate logistical difficulties. The University will use this process to evaluate the request and reserves the right to impose reasonable conditions regarding time, place, and manner of the proposed event as appropriate to protect the property of the University and its educational functions.
5. Cleanup: The sponsoring organization/individual will be responsible for cleaning the activity area of debris and trash daily and will be responsible for dismantling and removing any tables, chairs, or structures used for the activities. When the sponsoring entity is an organization rather than an individual, the contact person will be charged with the responsibility for such cleanup on behalf of the organization. If an area is not properly cleaned up, the organization/individual will be billed an appropriate cleanup charge by the University.
6. Amplified sound is generally prohibited on campus but may be permitted for official university and registered student organization events with the prior approval of the Director of Campus Activities or designee.
7. Charges for the use of University facilities for a Special Event shall at least be adequate to pay for any unusual costs such as extra labor, special equipment, utilities, and the incremental cost of using the building. To assure that appropriate support services are provided, the University Scheduling Office shall be notified of all plans to host such activities on campus. Notification must include dates, name of hosting college or department, name of contact person for the event, anticipated number of attendants, and a brief synopsis of program content.
8. Criteria University Used to Review Proposals for Special Events:
 - a. Has the event sponsor provided the University with a completed event proposal form within the designated lead time? Required lead times for Moby Arena is at least 5 weeks in advance, and for Canvas Stadium at least 10 weeks in advance.
 - b. How does the event impact the normal function, activities and educational purpose of the University?
 - c. Can the event be held in a manner that complies with all applicable laws and regulations?
 - d. Does the group, organization or person coordinating the event have a history of sponsoring events that have been handled in a manner that takes into consideration safety and avoidance of material disruption of the normal educational activities of the University?
 - e. Is the event unique (one-of-a-kind, one-time or first-time)? Does the University have prior experience with the event or with the event sponsor or promoter?
 - f. Does the event present unique logistical challenges and/or involve special considerations that are not consistent with the nature and regular use of the

facility, such as security, traffic, parking, staging, admissions, safety, communication systems, noise, etc.?

- g. Will University students receive a special ticket price, or preferred seating?
 - h. Does the event have significant financial implications for the University or community? Will the rental result in potential income tax liability for the University?
 - i. Does a non-University person, group or organization have the financial capability and willingness to assume responsibility for the organization, management, sponsorship, promotion and assumption of risk for the event?
 - j. After appropriate university administrators have reviewed the time, place and type of event, will they need to discuss any legal ramifications or constitutional parameters with University General Counsel?
 - k. Will the promoter adhere to the University's food and concessions contract, including novelties?
 - l. Has the event sponsor/promoter completed a contract based on the standard university event contract format?
 - m. Does the event meet the Office of Risk Management's standards for liability insurance for primary or secondary contractors?
 - n. Will alcohol be served or sold?
8. Every Special Event must have a responsible sponsoring CSU department, registered student organization, or official designated by Facilities Management. The sponsor will be responsible for all costs associated with the event. This includes, but is not limited to, facility fees, reasonable security costs, and any damages that arise from the event.
9. To address foreseeable risks, hazards, and dangers to public health or safety posed by an activity, or the use or erection of the displays or other materials on the university campus, the University reserves the right to require Special Event sponsors to provide insurance and/or indemnification. Insurance coverage types and limits will be determined at the discretion of the University's Chief Risk Officer.
10. The use or possession of illegal drugs and weapons are prohibited at all campus events.
11. All event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials as deemed reasonably necessary to ensure the safety and security of event participants, the campus community and University property. Participants will be notified through clearly posted signs near event entrances if they will be subject to a search. In exchange for being admitted to an event, participants agree to comply with all applicable policies, rules, terms, conditions, and requirements for that event.
12. The maximum room capacity for all campus facilities must be observed at all times.
13. The possession or consumption of alcohol at Large Events is prohibited unless approved, in advance, pursuant to the CSU Alcohol and Drug policy.

Additional Provisions for Large Events

Any University department, registered student organization or external party that wishes to host or sponsor a Large Event must adhere to the following requirements as determined by the authorized University officials:

1. Contact the appropriate office to make a preliminary reservation request for the event's desired location, preferably six weeks or more prior to the event, and provide general information regarding the proposed event, the parties involved, who it will be marketed to, anticipated number of participants and related information sufficient to allow for event planning. For proposed events at the Lory Student Center, contact LSC Events. For proposed events at any other location, contact [Facilities Management Special Event](#). The preliminary reservation request does not constitute approval of the use of the venue at the proposed date and time. All Large Events must be scheduled using the Event Management System from the Facilities Management website no later than two weeks prior to the event date. Longer lead times are highly recommended, as spaces get booked far ahead, and often more preparation time is needed.
2. The Large Event organizers must meet with relevant campus officials to review event details at least four weeks prior to the event to share event information, discuss logistical expectations, and receive a numerical SEAR rating.
3. Changes to event details (e.g., speakers, expected attendance, location, etc.) from the details that were originally submitted may result in denial of the facility use as requested.
4. Event insurance must be secured, and the event host or Sponsor must provide confirmation of insurance at least one week prior to the event.
5. CSUPD will conduct a security assessment based on information provided from the event organizers and such other information CSUPD may obtain. CSUPD, in consultation with the Assistant Vice President for Safety and Risk Services, will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the content, viewpoints, opinions, or anticipated expression of event speakers, Sponsors, participants, community, or performers. Permissible factors for consideration include but are not limited to: (a) the proposed location of the event, (b) the estimated number of participants based on event organizer estimates and any other relevant information, including past or similar events at CSU or other locations, (c) the time of the day that the event is to take place, (d) the date and day of the week of the event, (e) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented, (f) the resources needed to secure the event, (g) the anticipated weather conditions, (h) the estimated duration of the event, and (i) any similar viewpoint- and content-neutral considerations relevant to assessment of security needs.
6. CSUPD will make security recommendations that, in its professional judgment, will address security threats identified as a result of the evaluation. The goals of

CSUPD's security recommendations will be to:

- a. Minimize risks to the health and safety of the event participants and audience;
 - b. Minimize risks to the campus and surrounding community;
 - c. Maximize the ability of the event Sponsors to successfully hold the event; and
 - d. Protect the rights of free expression by the event Sponsors, participants, and community.
7. Recommended security measures may include, but are not limited to, adjusting the venue, date, or time of the event; providing or requiring additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.
8. If CSUPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with CSUPD no later than three weeks prior to the event date. The meeting may include, as necessary, the following: the relevant facility manager or designee; representatives from the sponsoring organization or non-campus party; and anyone else whose presence is requested by CSUPD. CSUPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for mitigating security needs that CSUPD has identified. CSUPD will make the determination if mitigation efforts are sufficient.
9. If CSUPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with stakeholders to discuss its revised recommendations.
10. Should the event organizers and CSUPD be unable to agree on implementation of security measures or recommendations, the event Sponsor may submit an appeal to the Assistant Vice President for Safety and Risk Services for final determination. The AVP for Safety and Risk Services, in consultation with campus constituents, may determine the security measures required for the event based on CSUPD's security assessment. The goals of that determination will be to:
- a. Minimize any identified threat to health and safety of the event participants and audience;
 - b. Minimize any identified threat to the campus and surrounding community;
 - c. Maximize the ability of the event Sponsors to successfully hold the event; and
 - d. Protect the exercise of rights of free expression by the event Sponsors, participants, and community.
11. The event Sponsors must pre-pay 50% of estimated security costs as reasonably established by CSUPD at least seven days prior to the event, and reimburse the remaining amount owed within 14 days of the event. Costs will be based on standard billing rates for CSUPD for providing police services and supplemental contracted security as approved by CSUPD, personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on the CSUPD assessment, including but not limited to the following criteria:

- a. Event venue, including venue size, location, number of entrances and exits to be staffed;
 - b. Time of day;
 - c. Number of expected attendees;
 - d. Whether entrances will be controlled and whether tickets will be sold;
 - e. Whether the event will be open or advertised to non-affiliates of the University;
 - f. Whether alcohol will be served;
 - g. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
 - h. Whether event performers come with personal security teams or details that require CSUPD liaisons; and
 - i. Whether event Sponsors or event performers request additional security measures.
12. Additional security fees will not be charged to event Sponsors based on the subject matter of the event or the viewpoints, opinions, expression of the Sponsors, event performers, or others participating in the event.

COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact Facilities Management Scheduling Office.

REFERENCES

[CSU Policy: Alcohol and Drugs](#)

[Alcohol Request Form](#)

[Special Event Support information](#)

[CSU Policy: Free Speech and Peaceful Assembly](#)

APPROVALS

Effective June 1, 2000 (per AORG date)

Revision approved by Lynn Johnson, Vice President for University Operations on February 2, 2021

Revision approved by Brendan Hanlon, Vice President for University Operations on January 17, 2025