

KU Memorial Union

STANDARD OPERATING PROCEDURES

SOP: 5.043
Revised: 4/6/2020

SUBJECT: Non-Routine Events
FROM: Building and Event Services Director, KU Memorial Union

GENERAL:

Non-routine events are events that impact areas beyond the union, have special service and/or facilities requirements and present potential safety and security issues. Events that present such issues will be shared with impacted KU units, particularly KU Public Safety for safety and security review. All events in KU Memorial Union operated facilities must be consistent with the Board of Regents Policy Manual as it relates to use of campus facilities and interference with conduct of the institution.

PURPOSE:

To provide review and response to requests to ensure orderly and safe events that do not interrupt the operation of the Union and KU.

PROCEDURES:

Event requests that meet the above conditions must be submitted to the KU Memorial Union Event Services office at least 30 days prior to the proposed event date. Requests must address the following:

- sponsoring University of Kansas (KU) department or registered student organization
- contact information for department/organization coordinator
- contact information for billing
- contact information for the student organization's advisor
- event location
- event set up, doors open, start and end times
- event description
- expected attendance to include a ratio of current KU faculty, staff and students to non-affiliated individuals
- admission fee, if any (room rental fees apply when admission fee is charged, regardless of university affiliation)
- sponsorships, donations by additional organizations/individuals
- food and beverage
- sales occurring at event and the parties/vendors involved
- technical requirements
- speaker(s), performer(s)
- recent history of similar event/function, if applicable
- special needs for the performers, vendors, setup crews, etc.

The Office of Public Safety will review event requests to determine if and to what extent security measures are needed. Approval of a temporary use of adequate security measures (as defined in [University of Kansas Policy on Weapons, Including Firearms](#)) will prohibit the carrying of concealed handguns at the event. That prohibition will be accomplished through the use of electronic equipment (magnetometers and/or wands), the staff to run the equipment with an armed law enforcement present. The event sponsor will be responsible for paying all personnel or equipment costs associated with the use of adequate security measures.

When temporary adequate security measures are prescribed, the sponsoring department/organization must provide event volunteers. These volunteers must be current KU faculty, staff, students or a registered advisor or alumni from the sponsoring registered student organization. A pre-event meeting with the pre-registered volunteers, security and union personnel is required no later than 30 minutes prior to doors opening. All pre-registered

volunteers must be present with their picture ID at the pre-event meeting, or the event will be subject to cancellation with penalties for failure to meet volunteer requirements

The Union retains the right to reject, move or cancel events that compromise the safety, operation, function and/or the physical property of the University of Kansas and its affiliates.

The Union will act to preserve the safety of individuals, the protection of property and the continuity of operations including maintenance of entrance to and egress from offices, meeting rooms, corridors, stairways, elevators, retail areas, etc.

Compliance with all applicable Union and University of Kansas policies, procedures and codes, as well as all applicable city, state and federal laws, is the responsibility of the sponsoring university department or registered student organization.

The sponsoring organization is responsible for damages, extraordinary cleaning, unanticipated setup, etc. resulting from the event.

This Standard Operating Procedure is effective until canceled or superseded.

Submitted: Lisa Kring _____
Director of Building & Event Services

Approved: David Mucci _____
Director

RELATED POLICIES AND PROCEDURES:

- [Code of Student Rights and Responsibilities](#)
- [Board of Regents Policy Manual, Use of Campus Facilities](#)
- [Policy on Weapons, Including Firearms](#)
- [University Facilities, Use by External Organizations or Entities](#)
- [Policy on Public Assembly Areas](#)
- [Fire and Life Safety Policy](#)
- [Environment, Health & Safety Policy](#)
- [Political Activity Policy](#)