

## Event Security Planning Guide

Student Organizations or Campus Departments Sponsoring Student Events

<b>EVENTS FOR <u>LESS THAN 200</u> ATTENDEES</b>		
	NO Alcohol Served	Alcohol Served
<b>On Campus</b>	<b>No</b> Campus Police Officers are required unless there are people invited who are not members of the Xavier community. In those instances, <b>one (1)</b> Campus Officer or contract security personnel will be required. Advisors are expected to be present throughout the event.	<b>Two (2)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>one (1)</b> additional Campus Police Officer or contract security personnel will be required. Advisors are expected to be present throughout the event.
<b>Off Campus</b>	<b>No</b> Campus Police Officers are required unless there are people invited to attend who are not members of the Xavier community. In those instances, <b>two (2)</b> Campus Officers or contract security personnel will be required. Advisors are expected to be present throughout the event.	<b>Three (3)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>one (1)</b> additional Campus Police Officers or contract security personnel will be required. Advisors are expected to be present throughout the event.

<b>EVENTS FOR <u>MORE THAN 200</u> ATTENDEES</b>		
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<b>On Campus</b>	<b>Two (2)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>one (1)</b> additional Campus Police Officer or contract security personnel will be required as well as <b>one (1)</b> additional Officer or contract security personnel for every additional 200 people in attendance. Advisors are expected to be present throughout the event.	<b>Three (3)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>two (2)</b> additional Campus Police Officers or contract security personnel will be required as well as <b>one (1)</b> additional Officer or contract security personnel for every 200 people in attendance. Advisors are expected to be present throughout the event.
<b>Off Campus</b>	<b>Three (3)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>two (2)</b> additional Campus Police Officers or contract security personnel will be required as well as <b>one (1)</b> additional Officer or contract security personnel for every 200 people in attendance. Advisors are expected to be present throughout the event.	<b>Four (4)</b> Campus Police Officers are required – if there are people invited who are not members of the Xavier community, <b>two (2)</b> additional Campus Police Officers or contract security personnel will be required as well as <b>one (1)</b> additional Officer or contract security personnel for every 100 people in attendance. Advisors are expected to be present throughout the event.

- 1.) The University reserved the right to increase security at an event (at the expense of the University department/division) when deemed appropriate and/or necessary. Such events include, but are not limited to, the following:
  - Political events ;
  - Potentially polarizing events;
  - Controversial speakers;
  - Concerts and Dances.
- 2.) It is at the sole discretion of the Dean of Students (or designee) to determine, in consultation with Campus Police, if off-campus events held at establishments that provide a reasonable means to assure compliance with state law (ID check) and security must contract Campus Police or contract security personnel for those events.
- 3.) If an organization/department requests additional event security for any reason, the request will be honored and supported.