

Event Security Planning Guide

Student Organizations or Campus Departments Sponsoring Student Events

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

EVENTS FOR <u>MORE THAN 200</u> ATTENDEES		
	NO Alcohol Served	Alcohol Served
On Campus	Two (2) Campus Police Officers are required – if there are people invited who are not members of the Xavier community, one (1) additional Campus Police Officer or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every additional 200 people in attendance. Advisors are expected to be present throughout the event.	Three (3) Campus Police Officers are required – if there are people invited who are not members of the Xavier community, two (2) additional Campus Police Officers or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every 200 people in attendance. Advisors are expected to be present throughout the event.
Off Campus	Three (3) Campus Police Officers are required – if there are people invited who are not members of the Xavier community, two (2) additional Campus Police Officers or contract security personnel will be required as well as one (1) additional Officer or contract security personnel for every 200 people in attendance. Advisors are expected to be present throughout the event.	Four (4) Campus Police Officers are required – if there are people invited who are not members of the Xavier community, two (2) additional Campus Police Officers or contract security personnel will be required as well as one (1) 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.