 Lycoming College Risk Management Pl

**RISK MANAGEMENT PLAN**

**TODAY’S DATE**: R

**RISK MANAGEMENT PLAN DUE DATE**:

**EVENT SERVING ALCOHOL**:

**Director of Fraternity and Sorority Life and Involvement INITIALS:**

*Initials on the line above confirms that this is an original document created and*

*completed by the Director of Fraternity and Sorority Life and Involvement*

**CRITERIA**

Risk Management plans may be required for any social events that meet at least one of the following criteria:

1. any social event that concludes beyond 9PM
2. any social event that concludes beyond the normal operating hours of the Keiper Recreation Center, Academic Center/Pennington Lounge, Wertz Student Center, and/or other College property/venues that can accommodate large attendance.
3. any event identified by Student Involvement as a large format event with the intended outcome of being a social event for the student or alumni population
4. any student event involving the potential of high risk or safety factors
5. any student focused/student sponsored event that has had a risk management/safety issue within the past two years

**REGULATIONS FOR EVENT TIME**

* All **student dances** will **begin at 9PM** and must be **concluded by 1AM**.
* All risk management events **must end prior** to **12AM** (midnight) Sunday through Thursday.

**APROVAL DEADLINE**

* All risk management plans **must be completed and approved at least 7 business days prior** to the date of the applicable event. The signature process for this document can be time consuming so please plan accordingly. Failure to submit this document by this date may result in the cancelation of this event.

**EVENT DETAILS**

|  |  |
| --- | --- |
| Name of Sponsoring Organization(s) |  |
| Name of Event |  |
| Purpose of Event |  |
| Date of Event |  |
| Location of Event |  |
| Maximum Occupancy |  |
| Event Time |  |
| Number of Public Safety Officers Required  |  |
| What Time is Public Safety to Arrive |  |
| Advisor Information |  |
| Admission Price |  |
| Wristband Quantity  |  |
| Expected Time for Set Up |  |
| Expected Time for Tear Down |  |
| Name and contact information for band, DJ, etc.(if applicable) |  |
| Name, phone number, and email of student/staff who will serve as principle contact  |  |

**EVENT CANCELATIONS**

If an event is cancelled by the sponsoring organization, a representative from the organization must contact the Director of Fraternity and Sorority Life and Involvement.

**EVENT SECURITY POLICIES + PROCEDURES**

It is important that all risk management events are safe for those who attend; therefore, appropriate arrangements are made on behalf of the sponsoring organization to provide proper event management and security. If at any point throughout the event planning process it is determined that additional Public Safety is required, the sponsoring organization will be responsible for any additional costs for security as deemed necessary.

Public Safety or the Office of Student Involvement reserve the right to cancel this event without warning to the sponsoring organization if any of the following situations occur:

* a risk management event is deemed to be unsafe to patrons, the College community, student employees, or other applicable persons by Public Safety, contracted security, the sponsoring organization advisor, or any member of the on-call professional staff
* a risk management plan violation has occurred, including but are not limited to: failure to follow any of the other policies and procedures outlined in this document. A risk management plan violation may result in a loss of privilege to host future events for a period of time.

**CONCLUDING AN EVENT**

The following practices must be followed by all risk management events:

* **house lights will increase** in the venue beginning **5 MINUTES** prior to the ending time of the event
* the DJ/band is required to **announce the last song** 10 minutes prior to the ending time of the event

**DISRUPTIVE BEHAVIOR**

If at anytime during the course of the event a serious disruptive activity occurs, Public Safety reserve the right to stop the event and clear the venue to prevent further unsafe conditions from developing. These disruptions include, but are not limited to: violence; excessive sound levels, insufficient lighting/illumination; persistent disruptive behavior by the audience and/or the artist(s) or artist’s management, staff or guests; overcrowding; and electrical and other safety hazards that may become present. Attendees and/or the sponsoring organization may be held accountable for any financial, legal, or code of conduct sanctions where applicable.

**GUEST POLICY**

Only **(1) non-College guest may be admitted to an event per Lycoming College Student ID**. If an event includes alcohol (Social Event request), no one under the age of 18 (unless a current Lycoming College student) will be admitted.

**PATRON IDENTIFICATION POLICY**

The following patron identification policy applies to all events (unless otherwise pre-arranged):

* All Lycoming College students, faculty and staff members must show a valid LycomingCollege ID for admission to a risk management event. All non-LYCOMING COLLEGE patrons must be accompanied by a Lycoming College student, faculty or staff member and present a valid driver’s license, state-issued non-driver identification card, or military ID for admittance. Guests are limited to (1) per LYCOMING COLLEGE student and must be accompanied by that LYCOMING COLLEGE student to enter the event.

**REQUIRED POLICY**

The following patron policies apply to all risk management events (unless otherwise pre-arranged) and the sponsoring organization is required to include these policies on all publicity and advertising for this event.

* All LYCOMING COLLEGE students, faculty and staff must show a valid LYCOMING COLLEGE ID for admission to this event
* All guests (limit one per LYCOMING COLLEGE student) must be accompanied by an LYCOMING COLLEGE student, faculty or staff member and present a valid driver’s license, state-issued non-driver identification card, or military ID for admittance. LYCOMING COLLEGE students are responsible for the conduct of their guest and will be held accountable if applicable. College ID’s, high school ID’s, Nursing ID’s etc. are NOT an acceptable form of ID for a guest.
* Being under the influence of alcohol or drugs, in possession of weapons, controlled dangerous substances or paraphernalia, or disruptive behavior are grounds for refusal of entry or rejection.

**EVENTS WITH ALCOHOL SERVICE**

If this is an event where alcohol will be served the following statement below must also be placed on all advertising. Please note that all persons consuming alcoholic beverages at an event will be required to be identified as being of the age to consume an alcoholic beverage and will be provided a wristband as identification.

*“Patrons who wish to purchase alcoholic beverages must be at least 21 years of age and present a valid driver’s license, state-issued identification card, or military ID.”*

**SPONSORING ORGANIZATION/HOST RESPONSIBILITIES**

The sponsoring organization/host of a risk management event is responsible for fulfilling the following position and associated responsibilities:

* A member of the executive board of the sponsoring student organization (or a LYCOMING COLLEGE staff/faculty member if the host is not a student organization) must be present at the security checkpoint for the duration of the event to enforce the patron identification policies associated with risk management events.
* Please see additional responsibilities listed in the Social Event Policy.
* Organizations/hosts are required to submit a list of all door/floor monitors 48 hours in advance to the Office of Student Involvement.

**PERFORMER CONTRACTS**

All performer contracts must be reviewed and approved by the Office of Student Involvement 10 days in advance. Students do not have the ability to sign off on contracts.

**ADVISOR RESPONSIBILITIES**

As the advisor of the sponsoring student organization hosting this event (or the staff/faculty host), it is the advisor responsibility to ensure that all of the policies and procedures outlined is this document are followed and executed by the sponsoring student organization (or event host). Please confirm that you have reviewed the information included within this risk management plan by placing a

 **🗸** in each of the **appropriate boxes**.

|  |  |
| --- | --- |
| 🗸 | ADVISOR GUIDELINES & RESPONSIBILTIES |
|  | I understand the policies and if applicable costs associated with the **cancellation of an event**  |
|  | I understand and will help enforce the **event security policies and procedures** |
|  | I understand and will help enforce the **guest policy** |
|  | I understand the **required publicity statements** and policies that **MUST** be included on all marketing and advertising for this risk management event |

By signing this page you agree to all of the advisor responsibilities and guidelines outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Box Office Fee (See attached form for breakdown)

**RISK MANAGEMENT PLAN AGREEMENT STATEMENT**

|  |  |
| --- | --- |
| Name of **Sponsoring Organization(s)** |  |
| **Name of Event** |  |
| **Date of Event** |  |
| Location of Event |  |

The sponsoring student organization (or staff/faculty member) listed above assumes responsibility for executing and complying with the policies and procedures outlined in this Risk Management Plan. Failure to comply with this agreement will result in a suspension to sponsors future events. Any changes made to this Risk Management Plan after the signature approval process is completed will nullify the approval.

By signing below, I acknowledge that I have received and reviewed the policies and procedures associated with this event and that I approve of the information included within this Risk Management Plan.

SIGNATURES *(signed in order)*

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Student Organization Representative/Host****\*\**** *email*  *date*

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 *Organization Advisor* *email*  *date*

3) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 *Director of Fraternity and Sorority Life and Involvement*  *email*  *date*

\*\* By signing this page you agree to be **present for the duration of this event** and that you will **report to the facility 30 minutes prior** to the event start time.

**STAFF CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL** | **OFFICE #** |
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