

POLICY FOR EVENTS REQUIRING SECURITY OR EXTRAORDINARY RESOURCES

Stanford University welcomes events that provide for the free exchange of ideas and knowledge in support of the University mission. Such events present important and memorable opportunities for members of our community to engage in stimulating intellectual exchanges. The University also has an institutional interest in ensuring that these events are able to be held successfully while not impacting the daily business functions of the University overall, compromising the safety of our community, resulting in burdensome financial obligations, or having other impacts that may interfere with the ability of the University to accomplish its research and teaching mission.

Stanford Event Sponsor

All events held on Stanford property must have an on-campus, Stanford-affiliated event sponsor that is actively involved in the planning, management, and event content. (See Addendum A for definition of event sponsors.) Members of the campus community who are sponsoring events must review this policy and work with the designated university administrative offices *before* accepting or extending any event invitations, securing space, or confirming and publicizing events. Event sponsors must allow up to four weeks for University evaluation of proposed events.

Types of Events

Examples of events that may require security or otherwise involve extraordinary use of campus resources could include, but are not limited to:

Visits by heads-of-state or currently seated government officials;
Recognizable or well-known celebrity speakers;
Music concerts, film or television events;
Events attended by large crowds (500+);
Events that may draw significant attention from the news media;
Major athletics events;
Events with potential for disruption; and
Events with demonstrated history of harm to persons or property.

Consult the relevant contacts below to determine whether your event may require security or otherwise involve extraordinary use of campus resources. In addition to this policy, student-sponsored events must fulfill all requirements stated on the [SAL web site](#).

Core University Administrative Offices and Initial Contacts:

- Non-Student Sponsored Events (School, Department, Institute, Head-of-State Visits, Major Conferences): contact The [Office of Special Events & Protocol \(OSEP\)](#)
- Student-sponsored events: contact [Student Activities and Leadership \(SAL\)](#) in the Office of Student Affairs, which will in turn work with OSEP on event evaluation.

OSEP and SAL collaborate with various University departments for input that includes but is not limited to:

- Press, film and television events: University Communications
- International faculty researchers or government ministers: Office of International Affairs
- U.S. government officials: Office of Public Affairs
- Office of Risk Management
- Department of Public Safety
- Department of Athletics

Security

Along with ensuring that all funds are available to pay for the logistical planning related to putting on an event, for the safety and security of our community, the University must determine and finalize all security arrangements as a condition of event approval. This includes all events in University facilities on University property, with no exceptions. An event request may be denied if a Stanford event sponsor cannot confirm all the funds required to cover estimated security costs.

Resources

Sponsoring academic departments, schools and units are responsible for underwriting all costs associated with events, including the cost of security, facilities, equipment, ticketing, transportation, parking, receptions, meals, gifts and discretionary staff resources that are an extraordinary burden. Charitable contributions for events may be permissible pending University approval. Recognized student organizations are responsible for the full cost of their events, but may offset up to 50 percent of the event cost through off-campus fundraising, provided such efforts are consistent with University policy and done with prior University approval. All sponsors of events requiring security must confirm ability to fund events and provide 50 percent of costs in advance, before extending or accepting an invitation, publicizing or confirming events. The University reserves the right to recover unanticipated and incurred event-related costs.

Obligations of University Event Sponsors:

University event sponsors are responsible for adhering to and complying with all laws and University policies when sponsoring an event.

The event must be directly related to the goals and purpose of the Stanford sponsor's organization.

Relevant Policies:

University Departments, Schools and Institutes (Non-Student Organizations)

- Banners, Fliers, Chalking & Posters Policy (OSEP)
- Campus Disruptions (OGC)
- Commercial and Non-Profit Event Activity, Unrelated Business Activity (Admin Guide)
- Event Planning Requirements (OSEP)
- Ownership and Use of Stanford Trademarks and Images (Business Affairs, University Communications)
- Political, Campaign and Lobbying (Admin Guide)
- Protection of Minors (Admin Guide)
- Risk Management (OSEP)
- Social Media Guidelines (University Communications)
- Sponsorship Policy and Criteria (OSEP)
- University Events (Admin Guide)
- Workplace Violence (Admin Guide)

Student Organizations

- Critical Policies for Student Organizations (SAL)
- Event Planning (SAL)

Common University Venues*

- Main Quad & Memorial Court Policy (OSEP)
- Memorial Auditorium Policy (OSEP)
- Memorial Church (ORL)
- Oval Policy, Use of (OSEP)
- White Memorial Plaza (SAL)

* Other venues also have policies, such as Bing Concert Hall, Frost Amphitheater, Cantor Art Center, and venues managed by the Department of Athletics.

Addendum A: Definition of Stanford Event Sponsors

<https://web.stanford.edu/dept/Events/planning/requirements.html>

A University event sponsor **IS**:

- Stanford academic departments, schools and institutes
- Administrative offices within and operating on behalf of the University
- Non-academic departments recognized by the President's Office, such as Athletics
- Registered and approved student groups within the University as approved by Student Activities & Leadership (SAL) The Associated Students of Stanford University (ASSU), working in conjunction with Student Affairs

A University event sponsor is **NOT**:

- Any individual member of the Stanford faculty, staff or student body providing his/her name to a group simply so that the group can plan an event using campus facilities
- Any individual who does not currently attend or work at Stanford University.
- Any non-profit or corporate entity that is not affiliated with Stanford, and does not otherwise have an approved University sponsor (such groups must hold their event(s) off campus).