

The logo of the University of Minnesota, featuring the text "UNIVERSITY OF MINNESOTA" in a gold, serif font on a dark red rectangular background.

Drafted by the: Office of the Vice President
University Services
June 3, 2005

PROTOCOLS FOR LARGE-SCALE SPECIAL EVENTS ON CAMPUS

Standard Operating Procedures for Twin Cities Campus

Purpose. The following is a general outline or sequence of tasks that might be typically used for accommodating non-University-sponsored, large-scale events such as visits by dignitaries or of a political nature at the University of Minnesota, Twin Cities Campus. The specific sequence, departments, venues, services, etc. will change somewhat depending upon the specific nature and needs of the event, but the general outline and sequence of tasks should serve any event well.

If you or your department is considering hosting a potential large-scale special event, or if you have questions about an event and whether this protocol should be implemented, please contact:

Office of the Vice President for University Services: userv@umn.edu; 612-624-3557.

Protocol

1. Event representative contacts the University to inquire about the availability of University facilities for an event. The representative should be directed to the Office of the Vice President for University Services. The Vice President in consultation with the Vice President for University Relations, the Office of the General Counsel, and any other appropriate University officers will determine whether the University will make available its campus and facilities for the event. In making this determination, the Vice President will adhere to the Board of Regents Policy on Campus and Facility Usage. The decision to make University facilities available will be viewpoint-neutral and shall not be based on the policies, goals or opinions of the non-University group and the rental of facilities shall not be an indication of the University's endorsement of or agreement with the policies, goals or opinions of the non-University group.
 - a. For definitions of sponsorship, please see "Using and Leasing University Real Estate" 3.14.1.
2. The Vice President of University Services appoints a University Coordinator and notifies key university personnel of the pending event.
3. The University Coordinator contacts the event representative to obtain initial thoughts, ideas, needs, requests.
4. The University Coordinator sets up an initial coordinating/planning meeting involving the event representative and team members as well as various representatives of impacted University departments including those listed below. This will have two components: those who will always be included on the University team (OGC, police, U Relations, Emergency

Management and Real Estate) and those who may be included based on the nature of the event and the event coordinator's requests:

Athletics-Facilities	Office of Classroom Management
Emergency Management	Office of Information Technology
Central Security	Police (UMPD)
Environmental Health and Safety	Real Estate
Facilities Management	Recreational Sports
Housing & Residential Life	Twin Cities Student Unions
Northrop (Concerts and Lectures)	University Relations
Parking and Transportation	University Dining

Other offices or departments as appropriate, not all listed departments will be impacted or necessary for each event.

5. The coordination/planning meeting should include the following topics:
 - Overview of the event
 - Physical arrangements required including rain back-up
 - Security/Emergency Management
 - Press, notification/releases, and talking points for University personnel
 - Transportation needs
 - Use/license agreement, insurance
 - Other support services (dining, technology support, etc.)
 - Payment for use of University facilities and services
 - Requests for VIP passes, tickets, etc. by University-affiliated individuals
 - Internal notification to students/staff/ faculty if appropriate
 - Miscellaneous
 - a. Arrangements should be made to formulate subgroups (arrangements, security, press, use/license/fees, transportation, etc.) to work out specific details for their area of the event. A University staff person should be named captain for each subgroup. The subgroup captain is responsible for finalizing arrangements and communicating the details back to the University Coordinator.
 - b. Meeting minutes should be taken and shared with all attendees. The University Coordinator should provide a contact list to all attendees, as well as the Vice President. The University Coordinator periodically briefs the Vice President concerning the overall plan.
6. Details of all arrangements including costs of service provided should be documented via a University of Minnesota Use/License Agreement initiated by the Office of the General Counsel and Real Estate. Appropriate bond or proof of insurance coverage must be addressed as part of the agreement. The University has an expectation that all contracts will be signed one week in advance of the event.
 - a. Changes in scope that will impact the projected budget (i.e. increased security or increased technology needs) should be reported to the Real Estate Office so that contracts can be amended.
7. The Use/License Agreement is reviewed by the unit that has responsibility for the event site(s) and the University Coordinator and approved by the Vice President for University Services.

The Real Estate Office then obtains the signature of the authorized event representative along with the required insurance documentation and payment deposit.

8. The University Coordinator should be in regular contact with the event representative and subgroup captains. The Coordinator should visit the venue site during set up to ensure all arrangements have been met and address any last minute issues.
9. The University Coordinator should be present at the event and conduct routine follow up after the event.
10. Real Estate will ensure proper billing and payment for use of University of Minnesota facilities and services. Should payment be delayed, Real Estate will take action through the appropriate channels.

Additional Information:

Using and Leasing University Real Estate:

http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Using_U_Real_Estate.cfm

Current Contacts (as of 6/05)

These contacts are meant to be a first step – many offices are not involved in all large-scale special events. These individuals are the first contact in these offices. They will designate the most appropriate representative.

First	Last	Department	X500	Phone
Mary	Koppel	Academic Health Center	koppe006	612-626-2767
Scott	Ellison	Athletics - Facilities	ellis004	612-625-8860
Laurie	Scheich	Auxiliary Services - Assoc. VP	schei001	612-624-0542
Terrence	Cook	Department of Emergency Management	tcook	612-625-2802
Bob	Janoski	Dept of Central Security	janoski	612-624-1730
Steve	Spehn	Facilities Management - Assoc VP	spehn001	612-626-1091
Laurie	McLaughlin	Housing and Residential Life	mclau001	612-626-1499
Steve	Fitzgerald	Office of Classroom Management	fitzg016	612-626-8677
Steve	Cawley	Office of Information Technology	cawley	612-625-8855
Bill	Donohue	Office of the General Counsel	donohue	612-624-4100
Kathryn	Brown	Office of the President - VP/Chief of Staff	brown059	612-624-1090
Bob	Baker	Parking & Transportation Services/Concerts	baker006	612-626-7275
Susan	Weinberg	Real Estate	weinberg	612-625-4539
Jim	Turman	Recreational Sports	turma001	612-625-9037
Amelious	Whyte	Student Affairs	whyte003	612-624-2678
Maggie	Towle	Twin Cities Student Unions	towle002	612-624-9941
Greg	Hestness	UMPD, Chief	hestness	612-626-4734
Leslie	Bowman	University Dining Services	bowma003	612-624-0010
Craig	Moody	University Health and Safety	moody002	612-626-5338
Jan	Morlock	University Relations - Community Relations	jam	612-624-8318
Dan	Wolter	University Relations - News Director	wolter	612-625-8510
Lori-Anne	Williams	University Services, Communications	willi225	612-624-2863
Kathleen	O'Brien	University Services, VP	kobrien	612-624-3557

If you or your department is considering hosting a potential large-scale special event, or if you have questions about an event and whether this protocol should be implemented, please contact:

Office of the Vice President for University Services: userv@umn.edu; 612-624-3557.