

UNIVERSITY OF MINNESOTA

Responsible Office of the Vice President
Office: University Services
January 24, 2008

PROTOCOLS FOR LARGE-SCALE SPECIAL EVENTS ON CAMPUS Standard Operating Procedures for Twin Cities Campus

Purpose

This Protocol is created for the purpose of outlining the steps to be taken and engaging all relevant University units for the preparation of a large-scale special event on the University's Twin Cities Campus. A "large-scale special event" is defined to mean an event that is likely to:

- interrupt normal campus operations
- receive media attention
- require the collaboration of several University support and service units

These include political rallies or campaign events, visits by national and international dignitaries or celebrities, non-athletic events that involve large numbers of attendees, and controversial events. A large-scale special event may be presented by a University unit or by a non-University organization. Following is a general outline or sequence of tasks to follow in preparation for a large-scale special event on the Twin Cities Campus. The specific sequence and involvement by University departments, venues, and services will be determined by the specific nature and needs of the event, but the general outline and sequence of tasks will apply to all large-scale special events.

Any unit or facility contacted regarding a potentially large-scale event may indicate whether a facility is available, but may not enter into a formal use agreement until consultation with and approval of the decision makers under this protocol. The Vice-President of University Services may include in the consultation units and individuals from the University who have the expertise needed to advise on contract negotiations and help in the successful planning and implementation of the event.

If your department is considering hosting an event on campus that meets the definition of a large-scale special event, or if you have been contacted by a non-University organization requesting use of your venue for an event that may be regarded as a large-scale special event, 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 a large-scale special event. The representative will 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 other appropriate University officers, will determine whether the University will make available its campus and facilities for the large-scale special 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, non-discriminatory and shall not be based on the policies, goals or opinions of the non-University group. The rental of a University facility for a large-scale special event should not be construed as a University endorsement of or agreement with the policies, goals or opinions of the organization conducting the large-scale special event.

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 details of the large-scale special event, including special needs and requests. The University Coordinator provides the event representative with an overview of the protocol and process for conducting the event on campus, including the condition that the University will have the right to determine what University services are required for a large-scale special event.
4. The University Coordinator sets up an initial coordinating/planning meeting to include the event representative and its team members and representatives of the following University Departments:
 - Office of the General Counsel
 - University of Minnesota Police Department
 - University Relations
 - Emergency Management
 - University Real Estate Office

The University Coordinator may also include representatives from other University departments depending on the nature of the event and the event representative's needs and requests. Those departments may include:

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| • Athletics-Facilities | • Parking and Transportation |
| • Central Security | • Office of Classroom Management |
| • Environmental Health and Safety | • Office of Information Technology |
| • Facilities Management | • Recreational Sports |
| • Housing & Residential Life | • Student Unions and Activities |
| • Northrop (Concerts and Lectures) | • University Dining Services |

While not all of the above departments will be involved in each large-scale special event, the University Coordinator will keep department representatives informed of event details and planning issues that may arise.

5. The coordination/planning meeting will address the following topics:
 - Overview of the event
 - Physical arrangements required including rain back-up site
 - 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.)
 - Fees and 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
 - Community notification if appropriate
 - Miscellaneous
 - a. Subgroups will be created to work out specific details for their area of the event (security, press, use/license/fees, transportation, etc.). A University staff person will be named leader for each subgroup. The subgroup leader is responsible for finalizing arrangements assigned to that subgroup and communicating the details back to the University Coordinator.

- b. The University reserves the right to determine what University services are needed to ensure a safe, successful event.
 - c. Meeting minutes will be taken and distributed to all attendees. The University Coordinator will provide a contact list to all attendees, as well as the Vice President of University Services. The University Coordinator will periodically brief the Vice President on the overall plan for the event.
6. Details of all arrangements, including costs of services to be provided by the University, will be documented in a University of Minnesota Use/License Agreement prepared by the Office of the General Counsel and the Real Estate Office. That Agreement includes a provision describing the required insurance coverage for use of University property by a non-University organization. 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) will be reported to the Real Estate Office so that the Use/License Agreement 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 must be approved by the Vice President for University Services. The Real Estate Office will then obtain the signature of the authorized event representative and collect the required insurance documentation and payment deposit.
 8. The University Coordinator will maintain periodic contact with the event representative and subgroup leaders during the planning phase. The Coordinator will visit the venue site during set-up to ensure all arrangements have been completed and address any last minute issues.
 9. The University Coordinator will be present at the event and conduct routine follow-up after the event. Any contract violations should be documented and forwarded to the event planner.
 10. The Real Estate Office will ensure proper billing and payment for use of the University facilities and services. Should payment be delayed, Real Estate will take action through the appropriate channels.

Additional Information:

Campus and Facility Usage

http://www1.umn.edu/regents/policies/administrative/Campus_and_Facility_Usage.pdf

Using and Leasing University Real Estate:

http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_APPB.html

Use and Lease by Non-University Groups

http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_PROC01.html

Co-Sponsor Contracts

http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_APPA.html

Outdoor Space Policies

<http://outdoor.umn.edu/>

Current Contacts (as of May, 2012)

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.

Academic Health Center			
	Brian Lucas	blucas@umn.edu	612-626-1987
	Steve Jepsen	sejepsen@umn.edu	612-624-4604
Athletics Facilities			
	Scott Ellison	ellis004@umn.edu	612-625-8860
	Jeff Seifriz	seifr001@umn.edu	612-624-7559
Auxiliary Services			
	Laurie Scheich	schei001@umn.edu	612-624-0542
	Brea Lambert	lambe144@umn.edu	612-626-3965
Conferences and Event Services			
	Kim Araya	araya001@umn.edu	612-624-0656
	Mannix Clark	clark108@umn.edu	612-624-8488
Department of Emergency Management			
	Lisa Dressler	dressler@umn.edu	612-624-1730
	Gary Hendrickson	gah@umn.edu	612-6266-1388
Department of Central Security			
	Bob Janoski	janoski@umn.edu	612-624-1730
	Steve Jorgenson	stevej@umn.edu	612-625-8953
Facilities Management			
	Mike Berthelsen	berth004@umn.edu	612-626-1091
	Brad Hoff	hoffx110@umn.edu	612-624-2420
	Betty Bruesewitz	brues003@umn.edu	612-624-6837
Housing and Residential Life			
	Laurie McLaughlin	mclau001@umn.edu	612-626-1499
	Mannix Clark	clark108@umn.edu	612-624-8488
Networking and Telecommunications Services			
	Alyssa Peterson	alyss@umn.edu	612-624-8319
	Louis Hammond	louis@umn.edu	612-624-2040
	John Miller	jmiller@umn.edu	612-625-0050

Office of Classroom Management			
	Toni Pangborn	pangb001@umn.edu	612-625-2860
	Classroom Hotline		612-625-1086
Office of Human Resources			
	Patty Franklin	frank028@umn.edu	612-624-5737
Office of Information Technology			
	Ann Hill Duin	ahduin@umn.edu	612-625-9259
Office of the General Counsel			
	Bill Donohue	donohue@umn.edu	612-624-4100
	Bev Carpenter	moecarp@umn.edu	612-626-7797
Office of the President			
	Cynthia Scott	scott005@umn.edu	612-625-1811
	Diana Harvey	dharvey@umn.edu	612-625-7134
Office of Vice President of Scholarly and Cultural Affairs (Northrop)			
	Sally Dischinger	disch002@umn.edu	612-625-0796
	Ben Johnson		
Parking & Transportation Services			
	Bob Baker	baker006@umn.edu	612-626-7275
	Victoria Nelson	nelso043@umn.edu	612-625-0754
Real Estate			
	Anna Engstrom	aengstro@umn.edu	612-626-2231
	Jon Dostal	jrdostal@umn.edu	612-626-9402
Recreational Sports			
	Jim Turman	turma001@umn.edu	612-625-9037
Student Affairs			
	Amelious Whyte	whyte003@umn.edu	612-624-2678
Student Unions and Activities			
	Maggie Towle	towle002@umn.edu	612-625-8124
	Denny Olsen	olsen013@umn.edu	612-625-6295
University of Minnesota Police Department			
	Greg Hestness	hestness@umn.edu	612-626-4734
	Chuck Miner	miner008@umn.edu	612-624-0525

University Dining Services			
	Leslie Bowman	bowma003@umn.edu	612-624-0010
	Nelson Hard	hardx012@umn.edu	612-624-0271
University Health and Safety			
	Craig Moody	moody002@umn.edu	612-626-5338
University Relations - Community Relations			
	Jan Morlock	jam@umn.edu	612-624-8318
	Peg Wolff	wolff002@umn.edu	612-264-6504
University Relations - Government Relations			
	Jason Rohloff	rohloff@umn.edu	612-624-9022
	Keeya Steele	keeya@umn.edu	612-625-5512
University Relations – News Service			
	Chuck Tombarge	tombarge@umn.edu	612-625-8510
	Patty Mattern	matte016@umn.edu	612-624-2801
University Services			
	Kathleen O'Brien	kobrien@umn.edu	612-624-3557
	Leslie Krueger	kruegerl@umn.edu	612-624-5899
	Tim Busse	busse006@umn.edu	612-624-2863