Carthage College

Event Security Guidelines

The table below reflects the decision-making framework for the amount of security needed to provide a safe environment during events sponsored by both Carthage College departments, organizations, and individual employees on behalf of the college and external (non-Carthage College) organizations. These guidelines are not applicable to Carthage College Athletic events, which are handled separately.

INTERNAL EVENTS

Any event held on the Carthage College campus that has **150 or less people in attendance** with no alcohol present would not require supplemental security. Public Safety may visit the event as part of their normal campus rounds. A designated point of contact should be given to the Director of Public Safety.

Any event held on the Carthage College campus that has **151 to 300 people in attendance**, and no alcohol present, would typically require **One Special Duty Officer**. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).

Any event held on the Carthage College campus that has **more than 300 people in attendance**, and no alcohol present, would typically require **Two or More Special Duty Officers**. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).

An individual consultation for event security needs is required if over 300 people are anticipated. Contact Public Safety to discuss plans no less than 15 business days prior to the event.

Exceptions that may require a different level of security than listed above:

- If non-Carthage College community members will be present
- If ticket sales or a security entrance is required
- If the event is open to non-Carthage College community members who will need parking
- If there is increased level of risk based upon the activities taking place
- If a Carthage College department is sponsoring an event with alcohol (note: College clubs/organizations are not eligible to host events with alcohol)

EXTERNAL EVENTS

General Events:

Any event held on the Carthage College campus that has **75 or less people in attendance** with no alcohol present would not require supplemental security. Public Safety may visit the event as part of their normal campus rounds. A designated point of contact should be given to the Director of Public Safety.

Any event held on the Carthage College campus that has **76 to 150 in attendance** with no alcohol present would require **One Special Duty Officer**. Any costs for the assigned Officer(s) are assumed by the sponsoring external organization(s).

Any event held on the Carthage College campus that has **151 to 300 people in attendance**, and no alcohol present, would typically require **Two or more Special Duty Officers**. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).

Events with Alcohol:

Any event held on the Carthage College campus that has **75 or less people in attendance** with ALCOHOL PRESENT would not require supplemental security. Public Safety may visit the event as part of their normal campus rounds. A designated point of contact should be given to the Director of Public Safety.

Any event held on the Carthage College campus with ALCOHOL PRESENT with **75 or more in attendance** typically requires **One or More Special Duty Officers**. Any event involving alcohol will have to be provided through a local licensed bar service at the expense of the sponsoring external organization(s). This will also require consultation with the Office of Campus Events and Conferences.

Notes:

- All student organizations must register their events according to the procedures laid out by the Office of Student Involvement
- Any Carthage College department wanting to plan an event to be held on the Carthage College campus WITH ALCOHOL is required to meet with the staff in the Office of Campus Events and Conferences at least 15 business days in advance.

Effective July 1, 2019