



ROLLINS COLLEGE POLICY

Title: Rollins Event Policy – Faculty, Staff, & Department	Type	Key Institutional
No: KI 1020	Approval Date: 11-4-2019	
Responsible Office: Scheduling & Events Services	Reviewed By: College Policy Committee, 10-30-2019; President’s Cabinet, 11-4-2019 Approved By: President, 11-4-2019	
Next Review: 2024-2025	Revision No:	

I. Purpose/Introduction/Rationale

This policy outlines the processes, procedures, and conditions by which Rollins faculty, staff, and departments can plan and host events on the Rollins campus. The policy articulates the College’s expectations and requirements for all Official Rollins and Rollins Sponsored Events. Events considered “External” are addressed briefly in this policy. Any External Event should be directly managed between the external client and the corresponding Scheduling & Event Services (SES) staff member. This policy applies to all faculty and staff, and all academic and non-academic departments of the College.

II. Definitions

A. Event Classifications

i. Official Rollins College Events are events that:

1. Are scheduled and organized by a student organization registered with the College’s Center for Inclusion and Campus Involvement (CICI) or Office of Fraternity and Sorority Life (FSL), or an official Rollins College department.
2. Attendance is designed for the Rollins College community with no admission fee(s). Student organizations raising funds for a philanthropic group associated with their organization or mission are not considered Official Rollins College Events.
3. Event expenses (catering, speaker fees, special order equipment, unusual clean up, etc.) are paid with College funds, and,
4. Facility fees are waived.

ii. Invited/Rollins-Sponsored Guests or Organizations are events that:

1. Are scheduled and organized by a student organization registered with CICI or FSL, or an official Rollins College department.
2. Attendance may include Rollins College staff, faculty, or students as well as guests not affiliated with the College.
3. Event is considered sponsored when the mission of the sponsored guest or organization’s event directly aligns with the mission of the sponsoring student organization or Rollins College department.
4. In most instances, standard facility fees are waived.

iii. Professional Organizations are events that:

1. Event is hosted by a Rollins College staff or faculty member as a result of their membership in or affiliation with a professional organization
2. Expenses paid for with College funds.
3. Event directly relates to the faculty or staff member’s role at the College.
4. In some circumstances, standard facility fees may be partially waived.

iv. External Events are defined as:

1. Event is not sponsored through a Rollins College department or a registered student organization.
2. Attendance is primarily made up by people outside of the Rollins College community.
3. Standard facility fees apply.

v. Large-Scale Events

1. have more than 150 anticipated guests from on and/or off campus.

III. Procedure or Application

The following section outlines procedures and processes for hosting an on-campus Official Rollins Event. If the event is not classified an Official Rollins Event, additional requirements must be followed. See Section C below for further instructions.

A. Event Registration Process

SES oversees the campus-wide event registration process through the online Event Management System portal (EMS). SES designates an event's status as "confirmed" when approving requests.

Student events must also be approved following the Center for Inclusion and Community Involvement's (CICI) SA [9006 Student Event and Bus Policy](#), which allows for the advising of qualifying and non-qualifying student organization events through the College's *Get Involved* system prior to contacting SES.

- i. **On-Campus Events:** Any event held on the Rollins campus must be scheduled through SES on EMS.
- ii. **Large-Scale On-Campus Events:**
 1. For events exceeding 250 guests (excluding religious-affiliated events): one trained crowd manager is required per 250 guests or portion thereof.
- iii. **Off-Campus Events:** Rollins-hosted events held off campus are not scheduled through SES.
 1. Rollins-owned event furniture, equipment, or other resources, including audio-visual equipment, may be delivered or taken off campus. **Note: does not apply to WPRK or student organizations who own their own equipment; only applies to general use event equipment or furniture.**

B. Submitting an Event

- i. Request the event space(s) using EMS. The EMS system requires between ninety (90) days and two (2) business days' notice for request.
 1. If an event is more than 90 days out but during the same academic year, it may be requested for scheduling by emailing events@rollins.edu.
 2. Event requests made for the following academic year cannot be entered until the middle of the spring term, at which point SES solicits requests from campus event planners for the upcoming academic year.
 3. Event requests made less than two (2) business days in advance cannot be guaranteed. Requests made within two (2) business days should be directed to SES via email to events@rollins.edu.
- ii. Requests for space made through EMS will receive an email response typically within one (1) business day indicating confirmation.
- iii. Any large-scale on-campus event request may be declined if two weeks' planning notice is not given.

C. Official Rollins Events Process

- i. The event request is reviewed by SES.
- ii. SES will send a follow up with a confirmation email outlining any further requirements and outstanding documents based on the requested space and/or resources through EMS. This may include but is not limited to the following.
 1. Confirmation from collaborating offices (i.e., Rollins Dining Services, Campus Safety, Facilities).
 2. Walk-through to address event space and facilities concerns. Outdoor policies and resources will be discussed at that time (including fencing, signage policies, and other campus venue policies).
 3. First Right of Refusal form in the case that off-campus catering is requested.
 4. Special venues, such as the museum, require additional protocols and the hiring of off-duty safety officers. Use of the museum must be requested two (2) weeks in advance.
 5. A requirement to rent furniture or equipment if insufficient inventory is available.
 6. Proof of liability insurance for outside vendors.
 7. SES arranges only the rental of event furniture or tents. If rentals require specialized equipment, the scheduling faculty, staff, or departments are required to make appropriate arrangements with the outside company, including negotiation and proper approval of contracts, insurance, and for arranging payment.

8. The scheduling faculty, staff, or department is responsible for collection of any liability waivers and following all campus setup policies (including no staking of equipment, suggested rental of generators, and other campus venue policies).
- iii. Event planning meetings may be required prior to confirmation of an event. This may include but is not limited to meeting with members of SES, Information Technology, Dining Services, Facilities Management, and/or Campus Safety.
 - iv. Approval of events requiring parking on campus are up to the discretion of the SES and Campus Safety offices based on parking availability on the intended event date(s).
 1. For all events, event marketing materials should list the designated parking for visitors as the SunTrust Parking Garage or Rollins Garage. The College does not waive parking fees for visitors.
 2. For events requesting less than twelve (12) spaces, designated parking may be provided in the Warren Administration Building parking lot. Once the Warren lot is reserved to capacity, further requests for parking may be denied.
 3. For some large scale on-campus events, additional on campus parking lots or portions of lots may be reserved. The scheduling faculty, staff, or department is responsible for sending a campus-wide email one (1) business day in advance detailing the parking that will be offline as well as suitable back-up parking locations. The SES office may provide scheduling department with approved language or a sample email for this communication.
 4. Handicap parking spots may never be reserved and are available to all on a first-come, first-served basis.
 5. Any Campus Safety staffing of parking lots must be requested and approved by Campus Safety prior to the event date.
 - v. Once the event details are completed to the satisfaction of SES, an email indicating the confirmation of the event will be issued. EMS designates this with the status “confirmed.”
- D. Process for Events Not Considered “Official Rollins Events”** (See Section II. A. numbers iii-iv, above.)
- i. Sponsors of events not considered to be “Official Rollins Events” are required to go through the event approval process.
 - ii. Request the event space(s) using EMS.
 1. Any **Invited/Sponsored Guests or Organizations, Professional Organizations, or External Event** must be requested with at least two (2) weeks’ notice.
 2. If an event date is more than 90 days out, an email must be sent to SES requesting the event.
 3. An “Event Classification” form must be submitted at least two (2) weeks in advance of event.
 - iii. A single point of contact is required.
 - iv. The organization will be required to sign a contract and provide a Certificate of Insurance.
 - v. Events requiring covering controversial topics or speakers will be reviewed by the staff of Risk Management, Campus Safety, and Facilities Management prior to approval.
- E. For events classified as Invited/Rollins-Sponsored guests or organizations or Professional Organizations, the faculty, staff, or department scheduler must adhere to the scheduling policies listed under the Official Rollins Events Process in Sections A and B above as the **Responsibilities of a College Organizer or Host.** ***
- i. Whenever a Rollins College individual, department or campus organization invites non-Rollins College guests to an event on campus, they must bear specific responsibility to the event including but not limited to the following.
 1. The Rollins College host must be present at the event and fulfill the “Responsibilities of an Organizer or Host.*”
 2. Must have written approval from department head and corresponding Vice President or Academic Dean.
 3. Must be present at all times during the event and respond to any problems or complications which may arise.
 4. Must be the primary contact for making reservations and arrangements with SES for all space and to provide the necessary contact information and correspondence for the required contract and insurance.

5. Must schedule the facility support, and equipment services. No off-campus member of the group may make reservations or arrangements.
 6. Contact Rollins Dining Services if food or beverage (including alcohol) is to be served or catered at the event.
 7. Ensure that event participants abide by all Rollins policies (e.g., Dining Services first right of refusal, smoking policy, standards of conduct, alcohol policy, and parking policies.)
 8. Pay the cost of additional equipment and/or staff as required for accommodating the event.
 9. Arrange for chaperones if participants are under 18 years old.
 10. Make and communicate parking arrangements with guests, including parking of buses and/or vendor vehicles.
 11. Must send out campus parking notification if any parking is reserved on campus or the amount of people attending affects parking.
 12. Arrange to direct participants upon their arrival to both the facility and room.
 13. For events exceeding 250 guests: one trained crowd manager is required per 250 guests per the NFPA Life Safety Code.
- ii. An event/space request form must be completed and submitted to SES. Events requiring additional resources (such as specialized audio-visual equipment, staffing of campus service providers, large furniture setups, etc.) or covering controversial topics or speakers will be reviewed by the staff of Risk Management, Campus Safety, and Facilities Management prior to approval.
 - iii. Unless otherwise determined, the non-Rollins guest organization will be required to provide a certificate of insurance and sign a contract with the College.
 - iv. If approved by the staff of Risk Management, Campus Safety, Facilities Management, and SES committee, standard facility fees may be partially waived depending upon the type of event and its requirements.
 - v. Any event classified as **External** will be overseen directly through the SES. External events will be scheduled based on the availability of resources (not limited to space, furniture, equipment, parking, personnel) and conformity to the mission of the College.
- F. Events classified as Invited/Sponsored Guests or Organizations or Professional Organizations** will be reviewed by SES and the College Facilities and Events Committee prior to approval of the event. Any **Invited/Sponsored Guests or Organizations** or **Professional Organizations** event request may be declined based on the availability of resources or personnel.

IV. Related Policies

[KI 9006 Student Sponsored Event and Bus Policy](#)

[HR 7525 Alcohol Policy](#)

[Rollins College Food Truck Policy](#)

SA 9007 Tailgating Policy (under development)

V. Appendices/Supplemental Materials

[Event Classification Form](#)

VI. Effective Date

This policy is effective 11-4-2019 and supersedes all previously issued versions.

VII. Rationale for Revision