

# EXHIBIT K

**DRAFT**

**UNIVERSITY OF CALIFORNIA, BERKELEY**

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**Draft Policy on Campus Events Hosted by Non-departmental Users**

Events scheduled, organized, and supervised by campus academic and administrative departments are not subject to this policy. Only University employees acting in the course and scope of their University employment may supervise a departmental event.

### **Why We Have This Policy**

This policy has been developed to promote the efficient and orderly use of University property. University property (which includes both facilities and grounds) is intended to further the



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expiration.

B. A Certificate of Insurance is received from the non-departmental user naming “THE REGENTS OF THE UNIVERSITY OF CALIFORNIA” as an additional insured with General Liability coverage of not less than one million dollars (\$1,000,000) per occurrence. The event cannot proceed unless the Certificate is provided to the University by the deadline specified by the campus department overseeing the property. If the non-departmental user does not have event insurance, the non-departmental user may purchase coverage by going to Campus Connexions at <http://ucberk.campusconnexionsuc.com/Constituency/Tenant-User>. Depending on the risks associated with the event, non-departmental users may be required to provide higher amounts of general liability coverage, additional types of insurance, or both.

Please consult the full Facility Use Permits policy for more information.

Upon receipt of a Facility Use Permit for an event that may qualify as a Major Event, the academic or administrative department overseeing the property will contact the UCPD and request a review.

To the degree an academic or administrative department co-sponsors a major event with a non-departmental user or authorizes use of facilities under its control for events sponsored by a non-departmental user, it may be required to reimburse security costs and other costs incurred by other campus units.

**Procedures Applicable to All Non-Departmental Users of Campus Facilities**

- A. Any agreements or contracts that non-departmental users enter into with third parties related to the event are signed at the risk and liability of the non-departmental user. Non-departmental users are liable for all costs related to the event. This includes, but is not limited to, facility fees, basic security costs (as described in the section on Security Procedures below), and any damages that may occur as a result of the event. Individual non-departmental users may be held personally liable for costs related to the event.
- B. All event attendees may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials. Participants will be notified through clearly posted signs at the event entrance if they will be subject to a search.
- C. The maximum room capacity for all campus facilities is established by the Campus Fire Marshal. The property manager may reduce capacity further in accordance with staff availability and other considerations.
- D. The possession and/or consumption of alcohol at events is prohibited unless service is

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Recommended security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue.

- D. If UCPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with UCPD no later than six weeks prior to the event date. The meeting may include, as necessary, the following: a staff member from the LEAD Center; the facility manager or designee; and one or more student organization signatories and other representatives from the sponsoring organization. The student(s) serving as event coordinator(s) will be made known to the UCPD at this time and will be present at meetings and available for consultation throughout the event-planning period. UCPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing security needs that UCPD has identified.
- E. If UCPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the LEAD Center, sponsors, and other appropriate stakeholders to discuss its revised recommendations.
- F. Should the event sponsors and UCPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the Chancellor or the Chancellor's designee for final determination. \_ C e C n\$

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- H. The event sponsors must agree to reimburse costs of basic event security provided by UCPD. Security fees will be based on standard, approved, and published recharge rates for UCPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:
1. Event venue, including venue size, location, number of entrances and exits to be staffed;
  2. Time of day;
  3. Number of expected attendees;
  4. Whether entrances will be controlled and whether tickets will be sold;
  5. Whether the event will be open and/or advertised to non-affiliates of the University;
  6. Whether alcohol will be served;
  - 7.

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- C. Advance ticketing is required for dances. Tickets may be sold at the door up to one hour after the event begins.
- D. The number of tickets sold or distributed cannot exceed the estimation of guests approved or the room capacity.
- E. Tickets must be sequentially numbered.
- F. Tickets will state that a college or state-issued identification is required for entrance to the event.
- G. Online ticket sales may be conducted by utilizing a LEAD Center-approved online vendor.

## **Responsibilities**

### **Chancellor or Designee:**

Makes the final decision on appeal in the event the UCPD and non-departmental user cannot agree on implementation of security measures or recommendations.

### **LEAD Center:**

Takes primary responsibility for working with student organizations holding events on campus.

Reviews event registration forms submitted by student organizations.

Reviews event details with student organizations as necessary.

Reviews publicity materials with student organizations as necessary.

### **Classroom Scheduling, Student Union Events Team, and Senior Financial Officers in Each Campus Department or Unit, and Building Managers:**

Using the campus Facility Use Form, review and (if appropriate) approve applications for the use of their space by non-departmental users.

Promptly contact UCPD about any events in their space that may qualify as Major Events.

### **UCPD:**

Coordinates and/or provides safety and security services at campus events held by non-departmental users.

Reviews Police Services Request Forms submitted by non-departmental users.

When required by this policy, conducts security assessments for events held by non-

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departmental users.

Informs City of Berkeley partners of impending Major Events.

Searches event participants for weapons and other contraband as necessary, or authorizes a security team to perform those services on its behalf.

**Risk Services:**

Determines appropriate insurance requirements for events held by non-departmental users.

Advises campus clients and non-departmental users about insurance coverage available via Campus Connexions.

Assists campus units whose property has been damaged by non-departmental users.

**Web Address for This Policy**

<http://campuspol.berkeley.edu/policies/nondeptusers.pdf>

**Glossary**

**Academic Department:** A college, school, a division of a college or school, or a department within a college or school of the University of California, Berkeley. For purposes of this policy, the term academic department includes organized research units and academic centers.

**Administrative Department:** A non-academic campus unit dedicated to the operational, financial, and/or strategic functions of the University of California, Berkeley.

**Dance:** Any social gathering whose primary purpose is the promotion of free movement to amplified music in an unobstructed area at a University property.

**Event:** Any planned gathering inons. limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences.

**Major Event:** An event occurrinMCd/ din locations other than outside areas of the campus generally open to the public as defined in Sections 331 and 333 of the Berkeley Campus Regulations ImplementinMCd/ dUniversityolicies at which any of the followiEMCd/ dconditions apply:

1. Over 100 persons are anticipated to attend;
2. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;

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3. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (as defined by UCPD) or significantly affect campus services (including kiosk guards, service roads, or parking);
4. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;

## Appendix A: UC Berkeley Event Risk Grid

STUDENT EVENT WORKSHEET					
DESCRIPTION OF EVENT					

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	UCPD - Security Assessment	UCPD - Security Assessment	UCPD - Security Assessment		
<b>EVENT LOCATION</b>		<b>Off-Campus Location</b>	<b>Other Campus Location</b>	<b>Central Campus or Residence Hall</b>	<b>General Assignment Classroom</b>



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<b>PRICE</b>	<b>Free, More than 200 Attendees</b>	<b>\$1 to \$10</b>	<b>\$11 to \$24</b>	<b>\$25 or More</b>	<b>Free, Closed Group Under 200 Attendees</b>
		Cash handling precautions	Cash handling precautions	Cash handling precautions	
<b>CELEBRITY/ PUBLIC FIGURE</b>	<b>Yes, a Nation</b>				

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	Insurance- required	Insurance- required	Insurance- required	Insurance- required	
	Accidental Injury report form	Accidental Injury report form	Accidental Injury report form	Accidental Injury report form	
	Authorization for consent to treatment of minors5 060.8 g5:				

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		Insurance from vendor	Insurance from vendor	Cash handling precautions	
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**Appendix B: Berkeley Event Planning Timeline**

<b>EVENT SERVICES TIMELINE</b>				
<b>Due date</b>	<b>Org type</b>	<b>Item</b>	<b>Policy</b>	<b>Notes:</b>
8 weeks prior				



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1 week after	All	Damages/cleaning charges assessed after event, charges sent to client.	ASUC Student Union Bulding Policy/Procedure	
1 week after	All	Invoices generated, sent via email	Source?	
1 week after	RSO	RSOs invoiced for costs, due within 14 days	ASUC Student Union Bulding Policy/Procedure	
1 week after	Campus Depts	Campus departments charged chartstrings (within)	ASUC Student Union Bulding Policy/Procedure	