

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 Event	External Events
<p>Any event held on the Carthage College campus that has 150 or less people in attendance with <u>no alcohol present</u> 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.</p>	<p><u>General Events:</u> Any event held on the Carthage College campus that has 75 or less people in attendance with <u>no alcohol present</u> 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.</p> <p>Any event held on the Carthage College campus that has 76 to 150 in attendance with <u>no alcohol present</u> would require One Special Duty Officer. Any costs for the assigned Officer(s) are assumed by the sponsoring external organization(s).</p>
<p>Any event held on the Carthage College campus that has 151 to 300 people in attendance, and <u>no alcohol present</u>, would typically require One Special Duty Officer. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).</p>	<p>Any event held on the Carthage College campus that has 151 to 300 people in attendance, and <u>no alcohol present</u>, would typically require Two or more Special Duty Officers. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).</p>
<p>Any event held on the Carthage College campus that has more than 300 people in attendance, and <u>no alcohol present</u>, would typically require Two or More Special Duty Officers. Any costs for the assigned Officer(s) are assumed by the sponsoring organization(s).</p> <p>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.</p>	<p><u>Events with Alcohol:</u> Any event held on the Carthage College campus that has 75 or less people in attendance with <u>ALCOHOL PRESENT</u> 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.</p> <p>Any event held on the Carthage College campus with <u>ALCOHOL PRESENT</u> 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.</p>
<p>Exceptions that may require a different level of security than listed above:</p> <ul style="list-style-type: none"> • 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) 	
<p><u>Notes:</u></p> <ul style="list-style-type: none"> • 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 <u>WITH ALCOHOL</u> is required to meet with the staff in the Office of Campus Events and Conferences at least 15 business days in advance. 	