



Metal Detector Events
Bridgewater State University - Rondileau Campus Center

An event that requires the use of metal detectors is one where a student organization or department books the Ballroom for an event that has the following criteria:

1. Advertising and admission is open to non-BSU attendees, **and**
2. The event is not primarily a performance with a seated audience, **or**
3. The event is a controversial or politically based speaker with a seated floor plan.

When planning this type of event, it is the Sponsor's responsibility to do the following:

Prior to the Event

1. Reserve the Large Ballroom, Small Ballroom, Demo Room, Ballroom Foyer, and Ballroom Landing through Conference and Event Services (CESO)
2. Secure funding for staffing (up to \$612), including:
 - a. Event Staff - \$356 (7 Professional Staff who run the Metal Detectors and the Front Gate of the Event. This is broken down into 7 Event Staff Members who make \$12.72/hr for a four hour minimum Detail). (*required*)
 - b. Student Security – Up to \$256 (8 Student employees who will work three different security checkpoints) Sponsors can save this cost if they find members of their organization willing to work that entire evening.
3. Schedule a meeting with the Assistant Director of the Campus Center, CESO Coordinator and OSIL Student Program Advisor in charge of the event to go over all details at least *10 business days prior to the event*.
 - a. Determine if you will be hiring student security or have volunteers working the check points.
 - b. If you are having volunteers, a list with their names has to be submitted at this time (no less than two weeks prior to the event); 8 students are needed for this. If the list is not submitted 10 business days prior to the event, 8 students will be hired to work security and the group will be billed for those students, even if volunteers are end up working the event.
4. Communicate to your prospective guests in your advertising that:
 - a. There is **NO RE-ENTRY POLICY**. Once someone leaves the event space for any reason, they are not allowed back in.
 - b. All event participants must enter with either current and valid BSU Identification or a current and valid College ID for guests.
 - c. All Guests must enter the event with their BSU student sponsor. Groups are allowed to set their guest policy at no more than 2 guests per BSU student.
 - d. The doors to the event will be closed if:
 - i. Capacity of 300 has been reached, or
 - ii. The time is 30 minutes prior to the end of an event, or
 - iii. The event is deemed unsafe (fights break out, building issues such as fire alarms, etc.)



- e. Anyone found to be under the influence of drugs and/or alcohol may be refused admission for safety reasons. If this is a BSU student, conduct violations maybe also be imposed.
 - f. All guests must check their coats and larger bags at Coat Check and many not wear them in the event.
 - g. There are no bags/backpacks or beverages allowed into the event (purses are allowed, and the Sponsor may choose to sell or give away beverages).
5. Submit any "Guest List" to the Assistant Director of the Campus Center no later than 48 hours prior to the event. No more than 10 people may be allowed on this list.
 6. If you will be doing any monetary transaction, please submit a "Cash Bag" request to your Student Program Advisor at least 5 business days in advance.
 7. Communicate to you advisor that s/he needs to be present during the entire event. The doors cannot open to guests until s/he is there.
 - a. The advisor's role is to help with the entry process and supervise the ID check during the event.
 - b. A card will be provided to the organization with the date of birth necessary to be 18 years or older on the day of the event.
 8. Develop a schedule for volunteers for the night of the event and be sure that all shifts are covered at all times.
 9. Please create an "All Access Pass" or wristband for all your volunteers and sponsored guests (e.g. DJ, Band Members, Entertainers, etc.) so our staff knows who is allowed in without going through the front gate.

On the night of the event

1. **Attend to the needs of the performers for load-in of equipment and any hospitality.**
2. **Consult with lead Campus Center staff supervisor and event advisor prior to start of event to discuss any remaining issues or needs. Develop plan for placement of police officers in conjunction with lead officer at the event.**
3. **Assure all volunteer shifts are covered and make regular "rounds" to assure all volunteers are fulfilling expectations.**
4. **Ensure the student organization advisor is present for the entirety of the event (doors cannot open until s/he is there).**
5. **Communicate actively with advisor and lead Campus Center staff supervisor to address any and all event concerns. Provide peer leadership and mediation in conflicts as needed.**



Additional Metal Detector Events Information – For the Sponsor

1. A Campus Center Representative will serve as the lead supervisor of the Event Staff. It is expected that a representative from the sponsoring organization will be at the entrance of the event the entire night and work with the Supervisor on the event operations.

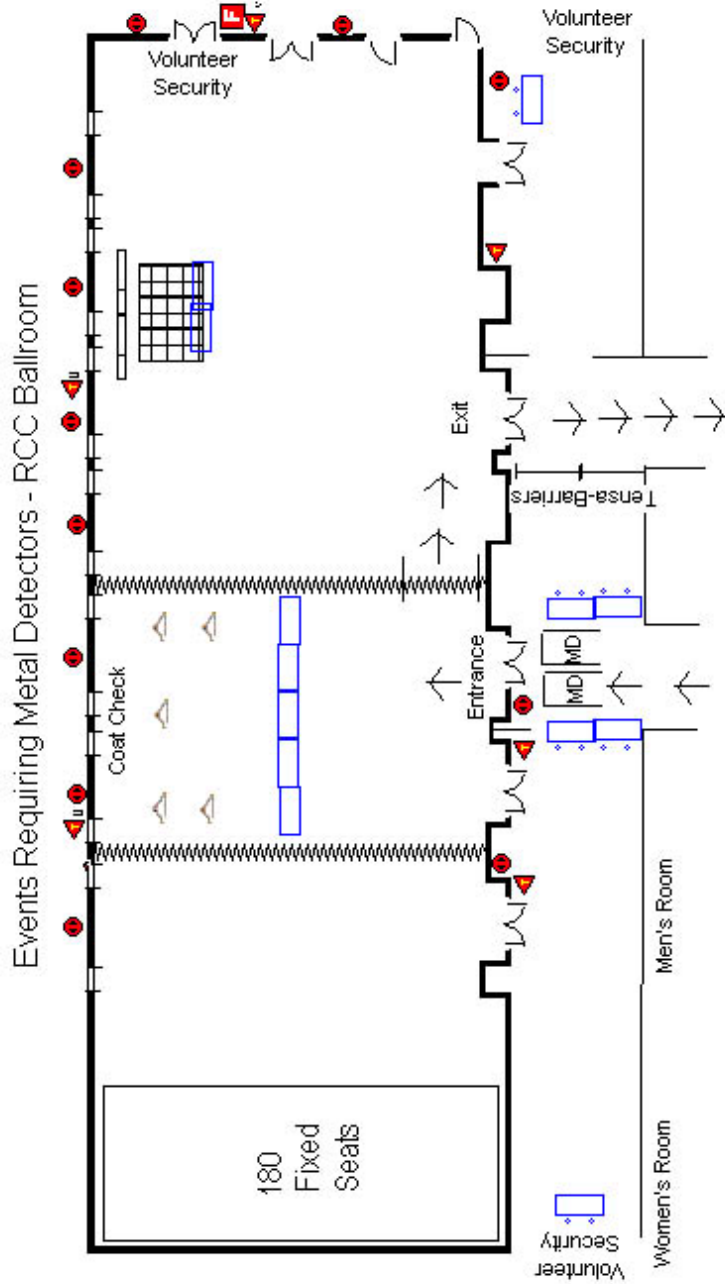
2. If within 5 business days, the event is cancelled for any reason, any Event Managers or student staff scheduled for the event will be paid for their scheduled time at the Sponsor's expense.

3. The Sponsor's Responsibility's the Night of the Event:

- Front "Gate": Collecting Tickets (if applicable); checking BSC ID's, checking College ID's, collecting any entrance fees from guests.
- One Sponsor Representative(s) at Metal Detectors the entire night
- Using a clicker, establishing the official headcount of the event. Once this number hits 300, the front doors will be closed.

*** BSU Responsibilities:

- Education of Sponsors on Event Management and Planning and working with them the night of the event to ensure a safe and successful event.
- Hiring Event Staff workers (7) to run the Metal Detectors and Entrance
- Hiring BSU student employees (6-8), if needed, to run coat check and security checkpoints. Otherwise, this will be a Sponsor's Responsibility.
- Setting up the event to standard specifications
- Supplying sponsor with guest sign in forms, clicker for tracking admission numbers, signage, and coat check tickets.
- Ensuring the event runs smoothly with the help of BSU Police



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