

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Public Safety
AREA: General Police Services

Number: 07.01.03

SUBJECT: Requesting Special Event Security Services
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I. PURPOSE AND SCOPE

This document is applicable to all departments, organizations and individuals in order to have University of Houston Department of Public Safety (UHDPS) personnel provide police, fire and safety, parking enforcement and/or security functions for special events held on property owned, rented, leased or otherwise controlled by the University of Houston. It provides guidelines which govern the scheduling and billing of UHDPS special event services.

II. POLICY STATEMENT

The University of Houston is committed to making its facilities available for events that are beneficial to the public it serves. These events shall be requested in accordance with [MAPP 09.03.01 – Event Reservation and Rental of University Facilities](#). This includes, but is not limited to, athletic, business, community, cultural, fraternity, sorority, political, and professional events.

The decision to require special event-related UHDPS services is determined in part by the nature and size of the event, the extent the event will impact normal university operations, the target audience, the group's event history, whether alcohol will be served or available, whether concessions will be sold, and if there will be money collected on site for parking and/or event admission. The final decision to require/waive UHDPS services related to special events rests with the Chief of Police or his designee.

III. DEFINITIONS

- A. Facilities: Refers to any property owned, leased, rented or otherwise controlled by the University of Houston.
- B. OIC-SE: (UHDPS Officer in Charge of Special Events) This is the person assigned to coordinate the UHDPS special events.
- C. UHDPS Personnel: Any UHDPS personnel including commissioned police officers, fire marshals, security officers, dispatchers and other support staff.
- D. Special Event: Refers to any event held at a university facility, which is open to all or part of the university community and/or to the public in general. Typically, additional logistical support including security and/or parking arrangements are required to ensure a successful special event.
- E. Requesting Department: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group. Also responsible for collecting and handling all related forms and fees. (See [MAPP 09.03.01](#).)

- F. University internal or sponsored event: An internal component of the University of Houston. This includes, but is not limited to, divisions, colleges and departments, and student organizations affiliated with the university.
- G. University external or non-sponsored event: An external company or group not affiliated with the University of Houston. This includes, but is not limited to, independent political and professional groups.

IV. GENERAL PROVISIONS

- A. The university may require the presence of UHDPS personnel as a condition of holding certain events on campus. The decision to require the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Chief of Police or his designee. The requesting department will be responsible for paying for special event expenses incurred.
- B. UHDPS police officers are required to provide security at events where alcohol is served unless this requirement is waived. If students are involved, waivers must be requested using a [Registration of Alcoholic Beverage Distribution Form](#), available in the Dean of Students' Office. Other waivers may be requested, in writing, to the Chief of Police or his designee. Refer to [MAPP 09.03.01](#) for information on alcohol sales/consumption at special events on campus.
- C. Requests for UHDPS services must be received from an authorized representative of a requesting reservation office or department (<http://www.uh.edu/af/universityservices/SurvivalGuide/E/eventrental.htm>). The authorized representative will submit a completed Special Event Personnel Request form (http://www.uh.edu/police/UHDPS_Event_Personnel_Request.pdf) no later than two calendar weeks before the date of the scheduled event. Requests received less than two calendar weeks before the event will be subject to an expedite fee or may be denied due to short notice and scheduling availability. UHDPS personnel will not be assigned to an event without written confirmation of the special event request.
- D. Upon receipt of each special event request, the OIC-SE will check to see if the requesting university department is on the UHDPS Outstanding Payment Report, which represents all current invoices that are past due. The Chief of Police or his designee has the option to deny any special event request if the requesting entity is on the UHDPS Outstanding Payment Report.
- E. All requests for UHDPS services shall be coordinated with the OIC-SE. UHDPS will be the primary provider of police services for events held at university facilities. The OIC-SE will make arrangements for officers from other police agencies to supplement UHDPS personnel working these events as necessary.
- F. A representative from the appropriate office referenced above will forward the "Request for Police Services" to the UHDPS OIC-SE. Requestors can e-mail the OIC-SE at uhdpspe@central.uh.edu or call the billing agent (3-0584) to coordinate the transmission of the form.

V. COMPENSATION AND BILLING

- A. All UHDPS employees assigned to work a special event will be compensated for a minimum of four hours for each event, except:

1. When an event is worked immediately prior to or following the assigned officer's shift.
2. When a group shows, but cancels the event due to unforeseen circumstances, the officer will be compensated for two hours.

Note: There is a special cancellation provision for baseball/softball games canceled due to weather.

- B. University departments requesting special event services will be required to initiate and make cost center information available in advance for the UHDPS services requested. A 10% surcharge will be added to the bill for UHDPS services for all events when the cost center information is not issued prior to the event time, unless an exception has been made in advance.
- C. Requesting entities who cancel a request for police services less than 48 hours prior to the start of the event will be financially responsible for two hours for each police employee scheduled to work the event. This provision may be waived by the Chief of Police on case-by-case basis.
- D. The billing rates for UHDPS personnel are posted on the UHDPS web site:
1. The billing rates are available under the Rate Schedule at http://www.uh.edu/police/SE_rates.html
 2. An expedite fee will be added to the bill for UHDPS services for all events when the request registration form is received less than two calendar weeks before the date of the event. Expedite fees will be added to the total cost of the event as follows:
 - a. 14+ Days Prior: No Charge
 - b. 8-13 Days Prior: 25% Charge
 - c. 3-7 Days Prior: 50% Charge
 - d. 2 Days or Less Prior: 100% Charge

There will also be an administrative fee added to all events for police services with the University of Houston Department of Public Safety. A 3% administrative charge will be added to the total of all invoices.

- E. Payment will be debited from the requesting entity after the event has occurred. An invoice will be prepared by UHDPS and submitted to the requesting entity documenting the amount of the debit.

If the event extends past the scheduled time, the additional extra charges will be billed to the requesting entity. The extra charge will be noted on the invoice on the amount due line entitled "Invoice Total." The requesting entity is required to provide the extra payment upon receipt of the invoice.

If actual expenses were less than initially anticipated, after the minimum charges are assessed, the UHDPS will provide a refund to the requesting department upon preparation of the invoice.

- F. A 10% surcharge will be added to the invoice after 30 days past due.
- G. The OIC-SE will arrange for extra officers to supplement UHDPS officers working special events as necessary for large events. Non-UHDPS officers working events at university facilities are contract employees.
 - 1. The UHDPS will process the contracts for contracted officers assigned to all special events other than Athletics events, unless stipulated in advance.
 - 2. Contracts will be processed prior to the event start time for contracted employees.
 - 3. Departments initiating the contracts for the contracted officers will process the payment for the contracted officer.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Public Safety and Security

Review: Every three years on or before March 1

VII. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: July 29, 2015

VIII. REFERENCES

Manual of Administrative Policies and Procedures ([MAPP 09.03.01 – Event Reservation and Rental of University Facilities](#))
[Registration of Alcoholic Beverage Distribution Form](#)
[UHDPS Special Event Personnel Request Form](#)
[Event Reservation and Rental of University Facilities Information](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	10/25/2004	Initial version
2	08/03/2010	Applied revised MAPP template to meet current documentation standards. Added references to MAPP 09.03.01 throughout text. Removed paragraph in Section II detailing the OIC-SE responsibilities. Changed "Police" to "UHDPS" throughout text. Added "Requesting Department, "University Internal or Sponsored Event," and "University External or Non-Sponsored Event" to Section III. Added links to Registration of Alcoholic Beverage Distribution Form to Section IV.B. Added representative information on facility reservation offices link to Section IV.C., along with link to the UHDPS Special Event Personnel Request Form. Added information to Sections IV.D, E, and F regarding the process to use coordinating with the OIC-SE. Removed event areas from Section IV.E. Added 10% surcharge to Section V.B. Changed four hours to two hours in Section V.C. Added Section V.D.3, and revised information in Sections V.E, F, and G. Removed Section VI, VII, and VIII. Changed responsible party from Chief of Police to Assistant Vice President for Safety and Security. Changed review period from every three years on or before May 1 st to every three years on or before March 1 st . Removed Addendum A
3	07/29/2015	Applied revised MAPP template and added new Revision Log. Fixed link for Event Reservation and Rental Information in Section IV.C. Removed 10% surcharge and added expedite fee to Section IV.C. Changed contact information in Section IV.F. Added cost center information to Section V.B. Added expedite fee information to Section V.D.2, and removed Section V.D.3. Added information about payment debited and refunds after minimum charges are assessed to Section V.E. Added Section VIII, References