



Clafin University Department of Public Safety Special Events Request Guidelines



The Clafin University Department of Public Safety (CUDPS) provides police and security services for special events held on the Clafin University main campus, affiliated properties, and leased venues. Special events are defined as university-approved, planned occurrences or rentals, that fall outside the scope of normal campus operations. **The need for police and security at an event is solely at the discretion of CUDPS.**

Determining the Need for Services

In order to determine the need for police or security services for a special event, all individuals, groups, clubs, or external entities must complete and submit a **CU Public Safety Special Events Request Form** no later than **14 business days prior to the event date**.

- **Requests submitted less than 14 business days prior to the event** will be reviewed on a case-by-case basis, but services are not guaranteed due to staffing limitations. For such requests, please call 803-535-5451 to speak with a representative directly.
- Forms must be completed **in full**. Incomplete submissions will not be processed.
- After your request is received, a member of the Department of Public Safety will contact you to confirm event details and service availability.

If you need assistance or would like to discuss your event prior to submitting the form, contact CUDPS at **803-535-5451**.

Event Approval & Cancellations

The Department of Public Safety reserves the right to recommend cancellation of any event that lacks adequate safety planning or poses a risk to students, faculty, staff, or attendees.

- A **minimum of four (4) hours** per officer is required for all events.
- **Cancellations must be made at least 24 hours** before the event. Failure to cancel within this timeframe will result in a **charge for two (2) hours per assigned officer**.

Special Event Staffing Considerations

CUDPS evaluates each event individually to determine appropriate staffing levels based on (but not limited to) the following criteria:

- **Type of Event** – The nature of the event helps determine potential security risks and staffing needs.
- **Event History** – Prior incidents or disruptions at similar or recurring events may necessitate increased security.
- **Expected Attendance** – Larger crowds typically require more personnel to ensure safety and order.
- **Venue** – Location specifics (e.g., Jonas T. Kennedy Health & Wellness Complex, WVM Building, Panther Plaza, Student Center, etc.) influence the number of officers required.
- **Community Impact** – Events with potential impacts on campus operations or the surrounding community may require additional staffing (e.g., traffic control, crowd management).
- **Alcohol Policy** – Alcohol is strictly prohibited at Clafin University events.
- **High-Profile Guests or Topics** – Events featuring celebrities, dignitaries, or controversial subject matter may necessitate additional security, including dignitary protection measures.

How to Submit the Special Event Form

Once the form has been completed in its entirety, **please email it to, Publicsafety@clafin.edu**.

Final Authority

The final determination of security requirements and staffing levels for any special event rests solely with the **Director of Public Safety/Chief of Police** or his/her designee.

Special Event Request

Request must be submitted 14-business days prior to event. Any exceptions must be approved by the Director of Public Safety/Chief of Police.

Today's Date: _____

Department/Organization/Office: _____

☐ Non-CU Department/Organization/Office

☐ CU Department/Organization/Office

Contact Person: (person that will be present at event) _____

Phone: _____ Cell: _____ E-mail: _____

Advisor/CU Co-Sponsor: (Person that will be present at event) _____

Phone: _____ Cell: _____ E-mail: _____

Event Name: _____

Event Location: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Expected Attendance: _____ Admission Charge: ____ Yes ____ No Event Open to the Public: ____ Yes ____ No

Age group: _____ Anticipated Parking Needs: _____

Will Food be Served: ____ Yes ____ No Will Food Trucks Used: ____ Yes ____ No If yes, how many? _____

Will there be Merchandise Sold: ____ Yes ____ No

Will there be Static Displays (Vehicles, equipment, tents, etc.): ____ Yes ____ No

A/V Equipment or Amplified Sound: ____ Yes ____ No

Event description (attached additional pages if needed): _____
