

Draft of 03.28.2025

Administrative Policies and Procedures Manual - Policy 2230: ~~Police and Security Services~~ Major Events

Date Originally Issued: 03-15-2007

Revised: 05-10-2017

Authorized by [RPM 2.1 \(“Free Expression and Advocacy”\)](#); [RPM 2.2 \(“Speakers from Off Campus”\)](#); [RPM 2.8: \(“Visitors to the University”\)](#); [RPM 8.1 \(“Special Use of University Facilities”\)](#); [RPM 8.2 \(“Law Enforcement on Campus”\)](#)

Process Owner: ~~Chief, UNM Police Department~~ [Provost/Executive Vice President for Academic Affairs](#)

1. General

The University of New Mexico is committed to [free speech as essential to its educational mission and to](#) the protection of people and property and the preservation of human rights. [The University is also committed to enabling student organizations to host events on campus that supplement and enrich student educational experiences. Campus facilities may also be made available to other Non-departmental Users, including members of the public, for events that result in the generation of revenue in support of UNM’s mission, even if they do not enrich student educational experiences.](#)

[This policy is intended to support the ability of Non-departmental Users, including Chartered Student Organizations \(CSO’s\), to host events, including Major Events, on campus and will be applied without regard to the perspectives or positions expressed in connection with those events. All criteria for assessing whether an event is a Major Event, and whether and to what extent the event requires security, will be applied in a viewpoint-neutral manner and without regard to the content of any performance or speaking aspect of the event.](#)

The UNM Police Department ([“UNMPD”](#)) is responsible for providing police and security services to achieve this objective and places emphasis on proactive measures that include maintaining adequate security ~~on campus and at special~~ [for](#) events taking place at the University’s Albuquerque campus. Security services include, but are not limited to, [deployment of UNMPD officers, state or local police officers, or private security officers to serve as for University-sponsored or sanctioned special events](#), guard posts, patrols, escorts, and [provide](#) facility checks

at University-sponsored or sanctioned events. Any security to be provided by outside vendors must be approved by the Chief of Police and contracted through the ~~UNM Police Department.~~ ~~This policy applies to all property leased or under the control of the University, with the exception of branch campuses~~ UNMPD.

2. Applicability

This policy applies to all property leased or under the control of the University used for any event on UNM's Albuquerque campus by a Non-departmental User, including CSO's. CSO's are autonomous and independent from the University and are expected to pay for the basic costs of security necessary to safely carry out an event on campus. Non-departmental Users' use of campus facilities shall be subject to a contract with the University.

This policy does not apply to events hosted by Departmental Users. This policy does not apply to events held at Popejoy Hall or a UNM athletics venue. Non-Departmental Users planning events at Popejoy Hall or a UNM athletics venue are subject to policies and procedures applicable to those venues.

Events held in Cornell Mall are not subject to this policy to the extent they 1) are used by Non-departmental Users for Speech Activities, as defined below, between 8:00 am to 9:00 p.m., seven days per week, 2) comply with University policies, including the rules concerning amplified sound, and 3) are conducted in a manner that does not disrupt scheduled events or reserved use of the space.

3. Definitions

Authorized Campus Official – The President or the President's designee charged with determining whether an event qualifies as a Major Event and determining the appropriate and reasonable level of security needed for a Major Event. No member of the UNMPD is an Authorized Campus Official for purposes of this policy.

Chartered Student Organization (CSO) – A group of students organized and officially recognized by the University by complying with the chartering requirements of the University.

Departmental User – Current employees of UNM acting within the course and scope of their UNM employment, and academic and administrative departments of UNM.

Event Sponsor – Any individual or group hosting an event on the Albuquerque campus.

Major Event – Any planned gathering including but not limited to celebrations, social gatherings (with or without amplified music or sound), lectures, forums, performances, concerts, rallies, speaker presentations, and conferences, if **ONE or more of the following apply:**

1. 300 or more people are expected to attend or participate;

2. Event is a dance or concert with amplified sound, at which a majority of the audience will not be seated;
3. Alcohol will be served, unless the event is a) a University-sponsored memorial service reception, celebration or conference attended by fewer than 300 people, or b) is an event held at Hodgin Hall or at a venue not permitted for use by Non-departmental Users;
4. Outdoor amplified sound is requested;
5. Authorized Campus Officials determine that the event is likely to significantly affect campus safety and security (based in part on an assessment completed by the UNMPD) or significantly affect campus services beyond those provided by the administrative unit making the event facility available (including roads and parking on campus); or
6. Authorized Campus Officials determine that the event has a substantial likelihood of interfering with campus functions or activities other than the functions and activities of the administrative unit making the event facility available.

See Section 4.2 below for more information regarding criteria 5 and 6 above.

Non-departmental User – Individuals other than current employees of UNM acting within the course and scope of their UNM employment, and organizations other than academic and administrative departments of UNM, including private individuals, private corporations, non-profit organizations, unincorporated organizations, and student organizations (chartered or otherwise).

Speech Activities – Any activity:

- defined in UAP 2220: Freedom of Expression and Dissent, or
- protected by the freedom of speech guarantees of the First Amendment to the United States Constitution or the laws of the State of New Mexico.

~~2. Need for Security Services~~ 4. Security Services for Major Events

4.1 Event Notification Form

A Non-departmental User intending to Any department, group, organization, or person hosting an special event must complete an Special Event Notification Form on via the UNM Police Department PD website at least ten six (6+0) business days weeks before any scheduled the event or rental to enable the UNMPD to conduct a security assessment of the planned event. For the purposes of this policy, “business days” are defined as Monday through Friday 8:00 am to 5:00 pm. A notification is not required when facilities are used for educational programs, Board of Regents meetings, or other routine University sponsored events. This The Event n Notification f Form must be completed even if the department, group, or organization Event Sponsor does not anticipate a need for security. The UNMPD does not need to be notified when University facilities are used for events that are not likely to qualify as Major Events, such as regular meetings of student groups or small gatherings. If you have questions concerning the notification

or are missing required elements of the notification form, contact the UNM Police Department for assistance.

4.2 Determination of a Major Event

The Authorized Campus Official will use the **Event Risk Grid (Appendix A)** to assist in determining the potential impact of an event and what permits, reviews, or other requirements may be necessary.

Permissible criteria to be used to determine whether an event is *likely to significantly affect campus safety and security or significantly affects campus services* are the following:

- the proposed location of the event
- the estimated number of participants
- the time of the day that the event is to take place
- the date and day of the week of the event
- the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented
- the resources needed to secure the event
- the anticipated weather conditions
- the estimated duration of the event
- any objective and credible evidence regarding actual threats to campus safety or security
- any similar viewpoint- and content-neutral considerations relevant to assessment of campus safety, security, and services

Permissible criteria to be used to determine whether an event has *a substantial likelihood of significantly interfering with other campus functions or activities* are the following:

- the proposed location of the event
- the estimated number of participants
- the time of the day the event is to take place
- the expected duration of the activity
- the activity's timing in relation to the academic or events calendar (for example, proposed scheduling during the first week of classes or during final examination week)
- the expected noise level to be generated by the activity
- the need for and/or availability of university resources and personnel to facilitate, oversee or control the activity
- any similar viewpoint- and content-neutral considerations relevant to assessment of potential disruption to campus functions or activities

4.3. Security Assessment

The UNMPD will conduct a security assessment of a planned Major Event. The security assessment will consider the information provided in the Event Notification Form, the Event Risk Grid (Appendix A), and other objective and credible evidence of specific risks. The

UNMPD shall consult with the Office of University Counsel to ensure this assessment is not based on the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. Permissible factors the UNMPD may consider include, but are not limited to, the following:

~~2.1. Special Events and Rental of Facilities to External Users~~

~~For the purposes of this policy, a “special event” is any non-routine event held in a University building or on University property. Specials events may require security; the University will evaluate the following factors to determine required security services for a special event:~~

- an accurate estimate of the number of attendees at the event
- the venue’s size and location
- the number of entrances and exits, within the venue, and access to restrooms and other facilities near the venue
- whether the event will be open to the public
- whether there will be a ticketing process ~~and what type~~ for entry
- length of time scheduled for the event
- whether the event will occur during daylight or evening hours
- the date and day of the week for the event
- the anticipated weather conditions
- the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented
- resources needed to secure the event
- whether a fee will be charged for entry, goods, or services
- whether alcohol will be served at the event
- any similar content-neutral considerations relevant to assessment of security needs

The goal of UNMPD’s security recommendation will be to:

- minimize risks to the health and safety of the event participants and audience;
- minimize risks to the campus and surrounding community;
- maximize the ability of the event organizers to successfully hold the Major Event; and
- protect the exercise of rights of free expression by the event organizers, participants, and community.

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing UNM, local or state law enforcement; imposing controls or security checkpoints; and/or creating buffer zones around the venue. In the event UNM elects to adjust the venue for security purposes, any additional cost attributed to the venue adjustment will not be assessed to the CSO.

4.4. Security provided by Sponsors, Speakers or Performers

Any outside security brought to an event on the UNM campus by the Event Sponsor must be approved by the UNM Chief of Police. This includes personal security hired by event speakers or performers that is not subject to an existing security contract with UNM. Personal security shall adhere to UAP 2210 (“Campus Violence”) and state laws regarding weapons on campus.

4.5 Schedule of Security Fees

A security fee schedule ~~of charges based on the factors above~~ applicable to CSOs for events scheduled through the SUB or the Registrar will be updated regularly and posted ~~on the UNM Police Department website~~ online. [LINK HERE] (“Security Fee Schedule”). UNM may review the Security Fee Schedule annually and update it to reflect increases in the standard rates for security and police services provided by the UNMPD and external providers. The basic cost of security ~~according to this schedule~~ will be charged to all other Non-departmental Users based on the security assessment and criteria set forth above. The Event Sponsor may request security beyond that required by the security assessment as long as the Event Sponsor agrees to pay for the groups; additional security services may be requested by the special event sponsor for an additional cost.

If UNM requires additional security for a Speech Activity beyond what the published schedule anticipates, the University will bear all costs associated with that additional security. Additional security fees will not be charged to Event Sponsors of Speech Activities based on concerns that the content of the event or the viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or response costs required by such disturbances. Security measures deemed necessary by UNM to confront or deter potential unlawful activity, disruption, and/or violence at a Speech Activity sponsored by a CSO is the responsibility of the University. CSO’s will not be charged for extraordinary security necessary to respond to protests or protect the community

4. ~~Special~~5. Major Events Committee

The ~~Special~~Major Events Committee consists of representatives from ~~major~~ areas of the University including but not limited to Event Services, UNMPD, emergency management, the Office of University Counsel, the University Controller and Risk Services ~~working with special events~~. The committee ~~shall meet~~ regularly to review ~~and approve special events on campus~~ planned to take place in Albuquerque. The committee will consider the security assessment completed by the UNMPD for any Major Event and shall make a recommendation to the Authorized Campus Official as to the appropriate and reasonable level of security for a planned Major Event.

-The committee is ~~also charged with developing and regularly~~ responsible for updating the Security Fee Schedule (Appendix B), ~~schedule of charges noted in Section 2.1 and informing the University President when the University is likely to be responsible for additional security expenses~~.

Any department, group, organization, or person hosting a special event must complete a Special Event Notification Form on the UNM Police Department website ten (10) business days before

~~any scheduled event or rental. For the purposes of this policy, “business days” are defined as Monday through Friday 8:00 am to 5:00 pm. A notification is not required when facilities are used for educational programs, Board of Regents meetings, or other routine University-sponsored events. This notification form must be completed even if the department, group, or organization does not anticipate a need for security. If you have questions concerning the notification or are missing required elements of the notification form, contact the UNM Police Department for assistance.~~

2.2. Ongoing or Programmatic Needs for Security Services

~~Due to the nature of their activities, some departments require security services on a regular, ongoing basis (such as guard posts and patrols). The UNM Police Department will work with departments to identify the security structure that best meets their needs.~~

~~On occasion a department may engage in a unique program that may result in special security needs. In these situations, it is important that departments consult with the UNM Police Department as soon as possible before the start of the program to discuss any security concerns.~~

6.3. Payment for Security Services

~~The UNMPD will collaborate with UNM Event Services and the Event Sponsor. Based upon the factors and schedule of charges noted in Section 2.1, the UNM Police Department will collaborate with the UNM Special Events Committee (see Section 4) and special event sponsor with regard to the number of police officers, security officers, or combination of officers required to reasonably address the safety and security of participants at the special-an event based on the determination of the Authorized Campus Official. When necessary, the University will contract with an external vendor for the prescribed security services. In that situation, the Event Sponsor may be billed directly by the outside provider of security services, consistent with the Security Fee Schedule (Appendix B).~~

~~The CSO special event sponsor is responsible for basic paying the cost of the minimum security costs noted in Section 2.1 above for a Major Event set forth. University departments will be invoiced internally for security fees. Non-University sponsors may be required to pay a deposit based on the estimated security costs.~~

~~Chartered student organizations in the Security Fee Schedule (Appendix B). A CSO may apply to student government for funding to cover the costs associated with special events hosting a Major Event. Members of student government shall review such requests without regard to the content or viewpoints anticipated to be expressed during the event.~~

~~Non-departmental Users, other than CSOs: These Non-departmental Users are responsible for paying the actual cost of security for a Major Event based on the security assessment and determination of the Authorized Campus Official in accordance with Sections 3 and 4.2 above. Non-departmental Users that are not affiliated with the University may be required to pay a deposit based on the estimated security costs.~~

Departmental Users: Departmental Users hosting Major Events will be invoiced internally for the cost of security deemed necessary by the Authorized Campus Official for the Major Event.

7. Appeal Rights

A determination under items 5 or 6 of the Major Event definition may be appealed to the President or a designee of the President who must be an Assistant Vice President or above who was not involved in the initial review of the event.

If the Event Sponsor disagrees with the security measures required by the Authorized Campus Official for a Major Event, the Event Sponsor may submit an appeal to the President or the President's designee at least ten (10) days prior to the event. The President's designee must be a cognizant Assistant Vice President or above who was not involved in the planning or review of the Major Event.

~~4. Special Events Committee~~

~~The Special Events Committee consists of representatives from major areas of the University working with special events. The committee meets regularly to review and approve special events on campus. The committee is also charged with developing and regularly updating the schedule of charges noted in Section 2.1 and informing the University President when the University is likely to be responsible for additional security expenses.~~

58. Cancellations

In extraordinary circumstances if the security risk to the University is too high, the Chief of Police, in consultation with the Executive Vice President for [Finance and Administration](#), is authorized to cancel the ~~special~~ event, program, or facility rental. ~~A cancellation~~ [The decision to cancel an event](#) may be appealed to the University President.

If an event is canceled by a party other than the University, the sponsor must notify the ~~UNM Police Department~~ [UNMPD](#) no later than two (2) business days prior to the scheduled date of the event, program, or rental. Inadequate notice, including cancellations due to unforeseen circumstances (such as inclement weather, speaker cancellation, equipment failures), will result in the ~~sponsor~~ [Event Sponsor](#) being charged for any security costs incurred [by UNMPD or external law enforcement or security officers](#).

9. Insurance coverage

Event Sponsors are required to obtain and provide proof of insurance coverage prior to their use of campus facilities for Major Events. For guidance regarding insurance, refer to the Event Risk Grid ([Appendix A](#)) or contact UNM Risk Services.

10. Sanctions for non-compliance with Policy

Event Sponsors may lose the privilege of booking events in campus facilities if they violate any provision of this policy. Conduct that may be a violation of the Student Code of Conduct will be referred to the Dean of Students for consideration.

11. Appendices

Appendix A: Event Risk Grid

Appendix B: Security Fee Schedule

126. References

RPM 2.1 (“Free Expression and Advocacy”)

RPM 2.2 (“Speakers from Off Campus”)

RPM 7.14 (“Risk Management and Insurance”)

RPM 8.2 (“Law Enforcement on Campus”)

UAP 2140 (“Use and Possession of Alcohol on University Property”)

UAP 2210 (“Campus Violence”)

UAP 2220 (“Freedom of Expression and Dissent”)

UAP 5250 (“Use of University Facilities”)

UNM Student Activities Center: Event Planning Guide

Special Event Notification Form