

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-404

9 November 2017

USE OF CITADEL FACILITIES

1. PURPOSE

The purpose of this policy is to ensure the effective use and enjoyment of the facilities of The Citadel as an educational institution. In line with this policy, The Citadel and its facilities are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of expressive conduct under the First Amendment to the United States Constitution. This policy is applicable to all users and potential users of Citadel facilities.

2. REFERENCES

26 USC 501 (c) (3) and (4)

S.C. Constitution, Article X, Section 5

S.C. Code Ann. § 8-13-765 (Law. Co-op. 1976)

S.C. Code Ann. § 20-7-8920 (Law. Co-op. 1976)

3. DEFINITIONS

- A. Campus Affiliated Unit: An organization or entity that exists for the purpose of advancing The Citadel and that has been formally recognized as such by The Citadel. These units include, but are not necessarily limited to, The Citadel Foundation, The Citadel Brigadier Foundation, and The Citadel Alumni Association.
- B. Campus Department: A school, department, division or office of The Citadel. Examples include: the School of Business, the Cadet Activities Department, the Biology Department, the Physical Plant, etc.
- C. Commercial Sales, Solicitations, Advertising or Other Commercial Activity: Any activity whose purpose is to inform, induce or encourage individuals or groups to purchase, rent, lease, or use (or not purchase, rent, lease, or use) any goods or services.

- D. Coordinating Facility Official: The individual or office designated in [Annex A](#) as having responsibility for reserving specified facilities.
- E. Costs:
1. Administrative Costs: An assessment for utilities, cost of property, depreciation, and wear and tear.
 2. Custodial Costs: An assessment for custodial services incurred as a result of use of a facility.
 3. Direct Costs: An assessment for security, set-up, special services, technical equipment (other than normal custodial services), catering, parking, public safety and other costs directly associated with the event/meeting. These costs are based on actual expenses and billed accordingly.
 4. Full Costs: The sum of 1, 2, and 3, above.
- F. Event Management System (EMS): On-line system used to reserve campus space.
- G. For Profit Organization: A corporation, partnership, or other entity or organization which has not received tax exempt certification under 26 USC Section 501 (c) of the Internal Revenue Code.
- H. Fronting: Reservation or rental of a Citadel facility by a campus department, student organization, or campus affiliated unit for an individual or entity unaffiliated with The Citadel. "Fronting" is prohibited.
- I. Governmental Organization: A federal, state, or local governmental agency, department, commission, board, division, instrumentality, or institution.
- J. Non-Profit Organization: A corporation, partnership, or other business entity which has received tax exempt certification under 26 USC Section 501 (c), *et. seq.* of the Internal Revenue Code.
- K. Periods of Critical Academic and Leadership Achievement: Time periods when on-campus facility rentals are ceased or minimized due to important campus activities. See [Annex B](#) for a matrix of critical time periods.
- L. Sponsoring Organization: A campus department which has agreed to sponsor a non-Citadel organization's use of a Citadel facility because of its close affiliation with The Citadel and its mission.
- M. Student Organization: A cadet or student organization that has received official recognition through the Department of Cadet Activities.

4. POLICY

- A. General: All prior authority to authorize use of Citadel facilities is hereby revoked. All duly executed contracts in existence at the time this policy becomes effective will remain valid. However, upon publication of this policy, scheduling and negotiation authority to authorize use of Citadel facilities is centralized as described herein.
1. Any person or entity desiring to use a Citadel facility must obtain permission via the Event Management System (EMS) for internal events or approval through coordination with the Event Management Office for external events. All external events will require execution of a Facility Use Contract, which shall constitute a permit for use of Citadel facilities. All contracts for use of Citadel facilities must be signed on behalf of The Citadel by the Vice President for Finance and Business (VPFB), or his/her designee.
 2. College properties shall be used only in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
 3. College facilities are provided primarily for the support of the educational functions of the College and the activities necessary for the support of these functions. The Citadel does not normally make available its buildings and other facilities to individuals or outside organizations for private use. Permission to use College facilities may be granted only if the proposed use is consistent with institutional policies and mission and the individual or organization fully reimburses the college for all appropriate costs. College functions take precedence over any other activities in the use of College facilities.
 4. The Citadel will not lease facilities to outside individuals or entities during periods of critical academic and leadership achievement when the expected attendance exceeds thirty (30) persons. This restriction does not apply to rentals of the Holliday Alumni Center, Johnson Hagood Stadium (to include the Pearson Club Level and the Altman Center), the McCormick Beach House, or wedding and funeral events.
 5. All persons on Citadel property are required to abide by Citadel policies and regulations and shall identify themselves upon request to Citadel officials or appropriate Citadel employees acting in the performance of their duties. Violation of such policies or regulations may subject a person to possible legal penalties; if the person is a student, faculty or staff member of The Citadel, that person may also be subject to College discipline.
 6. Public expression in the form of freedom of speech and advocacy may be exercised in College facilities at such times and places and in such a manner as to assure orderly conduct, the least possible interference with College responsibilities as an educational institution, protection of the rights of

individuals in the use of College facilities, and reasonable protection of persons against practices that would make them involuntary audiences. The Citadel strictly prohibits the carrying or display of open flames, sticks, signs, posters, flags, banners, or any similar item anywhere on campus, with the exception of official activities of the South Carolina Corps of Cadets (*i.e.* Friday afternoon parades, spirit runs, or intramural athletics), similar activities of similar external military organizations, or intercollegiate athletics. Additionally, lessees may display flags, signs or banners inside McAlister Field House, Buyer Auditorium, the Holliday Alumni Center, College Park, the Robert McCormick Beach Club of The Citadel or Johnson Hagood Stadium, to include the concourse area, the Pearson Club Level, or the Altman Athletic Center, but may do so only during the time the individual or entity has leased and is in control of the facility. The Citadel prohibits the wearing of masks at all times and in all places outdoor areas on The Citadel campus, with the exception of masks necessary for operation of machinery, to include grass-cutting equipment, saws, paint or pesticide application equipment, and other similar activities.

7. In the spirit of open discussion and freedom of expression, the College will not discourage any group from using designated College facilities or services to render an opinion as long as the College determines the time, place, and mode of presentation of the views in question. In the absence of exigent circumstances, The Citadel designates the north steps before the western front entrance to Bond Hall as the designated public forum for Special Events for purposes of expression of opinion under the First Amendment. The College will not attempt to control the viewpoint of the speaker. The [Online Event Inquiry](#) (see [Annex C](#) for format) will be used to request a Special Event. Special Event requests should be submitted at least thirty (30) days in advance, but may be approved with less notice under extenuating circumstances. The approval process is managed through the Office of Event Management. The approval authority for Special Event permits is the Senior Vice President for Operations and Administration (SVPOA).
8. The name, insignia, seal, logo or other College or departmental indicia may only be used by College and non-university groups or organizations with prior approval of the appropriate College authority.

B. Process.

1. Internal Requests. Any campus affiliated unit, department or school, authorized club, and faculty / staff (non-personnel use) desiring to use a Citadel facility must enter the request through the Event Management System (EMS) for approval.
2. External Requests. The Office of Event Management serves as the primary point of contact for the coordination, scheduling, planning, and execution of special events on the campus of The Citadel. Outside individuals and entities who wish to rent space must complete the Event Inquiry form. The Office of

Event Management will coordinate the request and if approved will issue a Facility Use Contract. All contracts for use of Citadel facilities must be signed on behalf of The Citadel by the Vice President for Finance and Business (VPFB), or his/her designee.

3. The Event Management Office has responsibility for ensuring the requested space is suitable for the event, and that the proposed use complies with this policy. The Event Management Office will confer with the Vice President for Finance and Business and the Office of General Counsel, as appropriate, to develop terms for a contract to lease the desired facilities to the tenant. The Event Management Office will communicate terms to and negotiate with the proposed user of the facility.
4. Upon completion of negotiations, the Event Management Office will secure the client's signature on a draft contract, and deliver that draft contract to the Vice President for Finance and Business, or his/her designee, for execution. Facilities are not reserved until representatives of both The Citadel and the requesting individual or organization have executed a contract.

C. Scheduling.

1. Priority for use of facility use shall be as follows:
 - a. Academic classes or academic research activities,
 - b. Non-academic Citadel events with fees,
 - c. Non-academic Citadel events without fees, and
 - d. External events.
2. Any scheduled use shall have priority over any unscheduled use.

D. Hold Harmless Agreement and Insurance Requirements.

1. All non-Citadel users, including candidates and political parties and organizations, must execute a hold harmless/indemnification agreement in favor of The Citadel, its directors, officers, agents and employees.
2. Commercial users, including candidates and political parties and organizations, must procure and maintain general liability insurance, both for themselves and for any agents acting on their behalf, in the amount of not less than one million (\$1,000,000) per occurrence and five million (\$5,000,000) dollars aggregate, which insurance shall name The Citadel, its governing board, officers, agents, employees, servants and assigns, as additional insureds. Non-commercial users may be required to procure and maintain general liability insurance, at the discretion of The Citadel. Users must provide proof of insurance no later

- than one (1) week after execution of the rental contract or five (5) days prior to the commencement date of the lease, whichever is sooner.
3. Only the President or his designee can reduce or waive the insurance requirement. Statements of self-insurance from other governmental agencies may be accepted in lieu of the insurance or hold harmless requirements.

E. Fees.

1. External. For-profit organizations and individuals will be billed the standard rental fee as determined by the Office of Event Management and all costs for damage caused during their use of Citadel facilities.
 2. Governmental agencies and non-profit (501(c)(3)) organizations will be billed the standard fee (less 25%) as determined by the Office of Event Management and all costs for damage caused during their use of Citadel facilities.
 3. Internal. Campus departments and recognized student organizations will be responsible for custodial and direct costs (excluding premium venues), as well as any and all costs for damage caused during their use of Citadel facilities. Premium venues (Holliday Alumni Center, Johnson Hagood Stadium (to include the Pearson Club Level and the Altman Center), and The Robert McCormick Beach Club of The Citadel) are charged the standard rate less 25%.
 4. Custodial and direct costs are billed at actual cost to The Citadel, as are costs incurred as a result of damages caused by use of Citadel facilities. Administrative costs are established annually by the Project Management Office in consultation with the Associate Vice President for Facilities and Engineering and Event Management Office. The costs are approved annually by the Fiscal Review Board (FRB). Only the President or his designee may reduce or waive the custodial, direct, and administrative costs required by this section.
- F. Sales and Solicitations. All commercial sales, solicitations, advertising or other commercial activity at Citadel facilities is strictly prohibited without prior authorization from The Citadel. Persons or entities wishing to use any Citadel facilities for sales and solicitation must fill out the online [Sales and Solicitation Form](#) (see Annex D for format).
- G. Bulletin Boards and Other Postings. The Citadel prohibits posting of bills, advertisements or other materials on any College property other than in designated areas. Rules and Regulations for obtaining authorization for commercial sales and solicitation on The Citadel campus are published in [Memorandum 2-13, Bulletin Boards and Posting on The Citadel Campus](#).
- H. Political Activities. Political activities are governed by [Memorandum 7-110, Political Activities on Campus](#) policy. Political campus organizations shall have

access to selected College facilities on the same basis as all other campus organizations — in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of the facilities. A policy of nonpartisanship and neutrality will govern The Citadel at all times in its relationship with elected officials or persons campaigning for public office. The following guidelines will be followed:

1. Off-campus groups requesting rental of College properties, including those co-sponsored by on-campus organizations for political activities, are required to include the following statement in all publicity: "This event (or publication) does not reflect an opinion or endorsement by The Citadel."
 2. Citadel campus mail and e-mail will not be used to distribute political materials in any form. This applies to both members and nonmembers of the Citadel community.
 3. Political campaign signs and handbills of candidates for public office, or for ballot initiatives or questions, are subject to the campus posting policy ([Memorandum 2-13](#)). Campus residents may only display political campaign signs and handbills of candidates inside their residences.
 4. The Citadel will not sponsor or support political candidates, ballot initiatives or questions.
 5. Candidates for public office and campaign organizations, regardless of their affiliation or non-affiliation with The Citadel, may rent campus grounds and facilities for campaign events. They will be treated as non-Citadel users and charged the full rental and related use fees applicable to the grounds or facilities they wish to use.
 6. Candidates and campaign organizations may film, video tape, or shoot still photos on The Citadel campus subject to [Memorandum 7-1, Photography, Filming and Videography on Campus](#), but may not express or imply an endorsement by The Citadel.
- I. Catering. For the purpose of reducing the risk of liability and maintaining quality, food safety and control, all food sold and provided on campus must be supplied by The Citadel's foodservice contractor. Exceptions may be made only upon approval by the President or his designee. Catering is accessible through the Sodexo online [CaterTrax](#) site.
- J. Alcohol.
1. Individuals or groups who wish to consume alcohol at any event must complete and submit an online request for [Registration for Events with Alcohol](#) form (see [Annex E](#) for format), and submit it at least fourteen (14) days in advance of the requested use. All registrations must be approved by both Public Safety and the Senior Vice President for Operations and Administration.

2. All alcoholic beverage service must be provided by The Citadel, through its foodservice contractor. Organizations will be charged at current rates, and service will be in accordance with South Carolina law.
 3. Citadel Public Safety must be notified of the date and time of all events at which alcohol service is to be provided. Citadel Public Safety will determine and provide the appropriate level of security coverage, and the leasing individual or organization will be responsible for all costs associated with that coverage.
 4. All events with alcoholic beverage service must be substantially food related and include the availability of alternate beverages.
 5. Drunkenness, vandalistic, or disruptive behavior associated with service of alcoholic beverages is not an acceptable norm of conduct on The Citadel campus and can result in termination of the facility use contract as well as denial of future use privileges. The Citadel reserves the right, without penalty, to refuse service of alcoholic beverages to an individual or to discontinue service at a function if, in its opinion, it is in the best interest of The Citadel.
 6. Any member of the Citadel community found to be in violation of The Citadel alcohol policy shall be subject to disciplinary actions by the appropriate Citadel office.
 7. Any exceptions to these guidelines must be made by the President.
- K. Security. There will be no Department of Public Safety charges to the user when security needs can be met through the use of assigned duty personnel. Pursuant to the criteria set forth in [Annex F](#), The Citadel's Department of Public Safety (PSAF) will conduct a security assessment based on information provided through event registration and such other information as PSAF may obtain.
1. In consultation with General Counsel, PSAF will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. Permissible factors for consideration include but are not limited to: (a) the proposed location of the event, (b) the estimated number of participants, (c) the time of the day that the event is to take place, (d) the date and day of the week of the event, (e) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented, (f) the resources needed to secure the event, (g) the anticipated weather conditions, (h) the estimated duration of the event, and (i) any similar viewpoint- and content-neutral considerations relevant to assessment of security needs.
 2. PSAF will make security recommendations that, in PSAF's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart B above. Recommended security measures

may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue. The goals of PSAF's security recommendations will be to:

- a. Minimize risks to the health and safety of the event participants and audience;
 - b. Minimize risks to the campus and surrounding community;
 - c. Maximize the ability of the event sponsors to successfully hold the event; and
 - d. Protect the exercise of rights of free expression by the event sponsors, participants, and community.
3. If PSAF determines the event has substantial security needs, the host organization must schedule a security assessment meeting with PSAF no later than four weeks prior to the event date. The meeting may include, as necessary, a staff member from Facilities and Engineering; Event Management; Campus Operations.
4. Should the event sponsors and PSAF be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the Senior Vice President for Operations & Administration or his designee for final determination. The Senior Vice President for Operations & Administration or his designee may determine the security measures required for the event based on PSAF's security assessment. The goals of that determination will be to:
- a. Minimize any identified threat to health and safety of the event participants and audience;
 - b. Minimize any identified threat to the campus and surrounding community;
 - c. Maximize the ability of the event sponsors to successfully hold the event; and
 - d. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue; the Senior Vice President

for Operations & Administration or his designee will provide the event sponsor with a written explanation of the reasons for his or her final decision.

5. If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior civilian administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking PSAF officer at the event.
6. The event sponsors must agree to reimburse costs of basic event security provided by PSAF. Security fees will be based on standard, approved, and published recharge rates for PSAF or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:
 - a. Event venue, including venue size, location, number of entrances and exits to be staffed;
 - b. Time of day;
 - c. Number of expected attendees;
 - d. Whether entrances will be controlled and whether tickets will be sold;
 - e. Whether the event will be open and/or advertised to non-affiliates of The Citadel;
 - f. Whether alcohol will be served;
 - g. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
 - h. Whether event performers / attendees come with personal security teams or details that require PSAF liaisons; and
 - i. Whether event sponsors or event performers request additional security measures.

5. COMPLIANCE

Failure to comply with these policies may result in cancellation of the event and/or disqualification from use of facilities in the future. Any employee or student who does not comply with this policy may face disciplinary action.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Senior Vice President for Operations and Administration on 9 November 2017.

Non-substantive change: addition of weddings and funerals as exceptions in paragraph 4A, sub-paragraph 4 on page 3.

B. Responsible Department:

Project Management Office

C. Responsible Official:

Director, Project Management Office

D. Cross References:

[Memorandum 2-13, Bulletin Boards and Posting on The Citadel Campus](#)

[Memorandum 2-110, Protection of Minors](#)

[Memorandum 2-1, Policy on Contracting Authority for the College](#)

[Memorandum 7-110, Political Activities on Campus](#)

[Memorandum 7-1, Photography, Filming and Videography on Campus](#)

[Human Resources, Solicitation and Distribution](#)

7. RESCISSION

Memorandum 6-404, Use of Citadel Facilities, dated 30 October 2017, 5 November 2015, Memorandum 2-4, Use of Citadel Facilities, dated 7 August 2009, and all previous versions are rescinded.

8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, TGP, 9 November 2017//
THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Senior Vice President for Operations and
Administration

Attachments:

[Annex A](#), Facility and Coordinating Facility Official Chart

[Annex B](#), Periods of Critical Academic and Leadership Achievement

[Annex C](#), Online Event Inquiry Form

[Annex D](#), Sales and Solicitation Form

[Annex E](#), Registration for Events with Alcohol Form

[Annex F](#), The Citadel Event Risk Grid

Annex A

Citadel Facilities Available for Use by Individuals and Groups Not Affiliated With The Citadel

Set forth below is a list of facilities owned, leased or under the authority of The Citadel that may be used by individuals and groups that are not affiliated with The Citadel in accordance with the Use of Citadel Facilities policy. Please note that each facility has its own rules and regulations, rental costs, and other requirements. To obtain these details, you must contact the Coordinating Facility Official for the facility noted below.

<u>Facility</u>	<u>Coordinating Facility Official</u>	<u>Telephone</u>	<u>E-mail</u>
The Citadel Beach House	Director of Event Management	(843) 953-0467/ 2665	reservations@citadel.edu
Holliday Alumni Center	Director of Alumni Affairs	(843) 953-7696	thomas.mcalister@citadel.edu
Johnson Hagood Stadium, Altman Athletic Center, Pearson Club Lounge, McAlister Field House, College Park, WLI Soccer Field, Maybank Triplets Athletic Complex, Inouye Marksmanship Hall, O. Perry Earle, Jr. Tennis Center, football practice field, wrestling practice area, Seignious Hall weight training room	Director of Event Management	(843) 953-0467/ 2665	reservations@citadel.edu
Summerall Chapel	Chaplain	(843) 953-6572	leftern@citadel.edu
Buyer Auditorium, Mark Clark Hall Reception Room, MCH Room 228, MCH Room 230	Department of Cadet Activities	(843) 953-7775	bryan.dukes@citadel.edu
Classrooms, Multi-purpose rooms, and Auditoriums Bond Hall, Byrd Hall, Capers Hall, Daniel Library, Deas Hall, Duckett Hall, Grimsley Hall, LeTellier Hall, & Jenkins Hall	Director of Event Management	(843) 953-0467/ 2665	reservations@citadel.edu
Regimental Commander's Riverview Room (Coward Hall), Summerall Field	Director of Event Management	(843) 953-0467/ 2665	reservations@citadel.edu

Annex B
Periods of Critical Academic and Leadership Achievement

<u>Title</u>	<u>Start Date</u>	<u>End Date</u>
Matriculation	15 Calendar Days Prior to Event	Monday after the event
Parents' Day	1 Calendar Day Prior to Event	Monday after the event
Leadership Day (South Carolina Corps of Cadets - SCCC)	1 Calendar Day Prior to Event	Monday after the event
Homecoming	1 Calendar Day Prior to Event	Monday after the event
Fall Exams	Monday after Thanksgiving	End of Fall term
Leadership Symposium	1 Calendar Day Prior to Event	Monday after the event
Corps Day	1 Calendar Day Prior to Event	Monday after the event
Recognition Day	1 Calendar Day Prior to Event	Monday after the event
Graduation (SCCC and Citadel Graduate College - CGC)	10 Calendar Days Prior (includes Spring Exams)	End of Graduation SCCC / CGC

Annex C
Online Event Inquiry Form

Online Event Inquiry

Please complete as much information as possible.

* Required

Name *

Your answer

Email *

Your answer

Phone number *

Your answer

What Type of Event Are You Planning? *

- Wedding Ceremony or Reception
- Meeting, Conference or Corporate Event
- Cadet or Citadel-Related Event
- Community or Non-Profit Event
- Athletic Event
- Day or Overnight Camp
- Family/Social Event
- Other:

Preferred Date

MM

DD

YYYY

 / / 2017

Catering or Audio Visual Requirements

Your answer

Are you Interested in Specific Venues?

- Academic Classrooms or Auditoriums
- Athletic Fields or Training Rooms
- The Altman Center
- Buyer Auditorium
- The Citadel Beach Club
- Daniel Library
- The Holliday Alumni Center
- Johnson Hagood Stadium
- McAlister Field House
- The Pearson Club Level at Johnson Hagood Stadium
- The Regimental Commanders' Riverview Room
- Summerall Chapel
- Other:

Estimated Attendance *

Your answer

Please Provide Additional Details and a Brief Description of the Event.

Your answer

SUBMIT

Never submit passwords through Google Forms.

Annex D
Sales and Solicitations Form

Sales and Solicitations Form

External organizations should contact Event Management Services at (843) 953-0467 to reserve space for sales and solicitations prior to completing the request below.

Citadel organizations should reserve space for sales and solicitations through EMS Campus and note the reservation number below.

EMS Campus Reservation Number

Organization (*)

Address (*)

Contact Name (*)

Phone Number (*)

Email Address (*)

Sale Date (start) (*)

Sale Date (end) (*)

Start Time (*)

End Time (*)

Location (*)

Sponsoring Citadel Organization (*)

Sale Item or Service (Check All That Apply) (*)

- T-shirts
- Memorabilia
- Food
- Service
- Books (include title, author, and # of copies in the description below)

Sale Item or Service Description (*)

Target Audience (Check All That Apply) (*)

- Corps of Cadets
- Faculty and Staff
- CGC Students
- General Public

Special Requests

Please Review (*)

- I certify that I have read the Sales and Solicitations section of the Facility Use Policy and assume responsibility for my organization while selling goods or services on the campus of The Citadel.

Annex E
Registration for Events with Alcohol Form

Registration for Events with Alcohol

This form is required for registration of all events at Citadel facilities where alcohol is present.

Event Name (*)

Location (*)

Department (*)

Date of Event with Alcohol (*)

Start Time (*)

End Time (*)

Estimated Attendance (*)

EMS Reservation Number (*)

Event Description (*)

Attendees (Check All That Apply) (*)

- Corps of Cadets (Under 21)
- Corps of Cadets (Over 21)
- Children
- CGC Students
- Faculty / Staff
- General Public (Invited)

General Public (Ticketed)

Beverage Type (Check All That Apply) (*)

Beer / Wine

Liquor

Events involving alcohol must be registered with the host facility and approved by the Senior Vice President for Operations and Administration (SVPOA) and Public Safety. This form does not ensure availability or registration of the area you intend to reserve. Reservation of the space must be done separately. All events where alcohol is served are subject to having security present as required by Citadel Public Safety at the expense of the reserving group. All requests for Public Safety services must be made **fourteen (14) days in advance**. All alcohol sales and service will be administered by Sodexo and will end no later than 12:00 am. The original of this form should be retained by the Coordinating Facility Official.

Please Review (*)

I am the contact person for the group sponsoring the above-referenced event. I have read the Facility Use Policy, including Section 4.J. Alcohol. I certify that the event will comply with these policies and I assume responsibility for my organization while conducting the event.

Citadel Point of Contact Name (*)

Phone Number (*)

Email Address (*)

Captcha



[Privacy & Terms](#)

Annex F
The Citadel Event Risk Grid

A full description of the event, date/time, and location is required for evaluation.

Number of Attendees (Participants & Spectators)	Under 100	100 – 250	251 – 500	Over 500
	Insurance (depending on event nature) Waiver forms for participants	PSAF – Security Assessment Insurance (depending on event nature) Waiver forms for participants	PSAF – Security Assessment Insurance (depending on event nature) Waiver forms for participants	PSAF – Security Assessment Insurance (depending on event nature) Waiver forms for participants

Type of Attendees	Citadel Students	Citadel Students and Guests	Public
	N/A	PSAF – Security Assessment Insurance (depending on event nature)	PSAF – Security Assessment Insurance (depending on event nature)

Alcohol at Event	No	Yes
	N/A	Complete Alcohol Registration Form PSAF – Security Assessment Food Service Provider Insurance

Minors (Participants under the Age of 18)	No	Yes
	N/A	Protection of Minors Policy

Visitors – VIP Speakers / Guests	Local Public Figures	Flag Officers (Admirals & General Officers), Public Figures, or Celebrities
	PSAF – Security Assessment	PSAF – Security Assessment IPC Approval