



Policies and Procedures Manual

Title: Hogan Center Events - Public Safety Policy
Policy Administrator: Director of Conference Services and Hogan Center
Effective Date: Jan-04-2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform external, private clients of the Conference Services Department of the policy regarding Public Safety coverage for events held within the Hogan Campus Center.

Policy:

1.0 Public Safety Coverage

Coverage by Holy Cross Public Safety is required for the following events. No other agency or police are to be retained.

1.1 High School Proms or Dinners

Any high school prom or dinner held at the Hogan Campus Center will be required to have a minimum of one Public Safety officer for every 100 guests.

1.2 Open Bars Longer Than One Hour

Per Dining Services, for all hosted bars in excess of one hour, a minimum of one Public Safety officer is required for every 100 guests.

1.3 Traffic Control

Any time an event requires traffic control, Public Safety is required. The number of officers and the time required will be determined by consultation with the Director of Public Safety.

1.4 High Profile Events

The College reserves the right to require Public Safety coverage for any events that may disrupt the normal functioning of daily College operations at the discretion of the Director of Conference Services and Hogan Center.

Procedures:

1.0 Arrangements for Public Safety Coverage

Arrangements for Holy Cross Public Safety officers can be made through the Conference Services Office located in the Hogan Campus Center, room 503. Specific charges will be quoted at that time.

Forms:

Title
Title

Related Information:

Title
Title

Policy # 320000-009
Date of Last Review Jan-04-2010