

EVENT SAFETY AND SECURITY GUIDELINES

Room Setup

- If you are planning any event, please adhere to the room capacities listed in EMS (Event Management Systems). When planning your event, think about the layout that best suits your group. Tables and chairs will be set up to accommodate your group as well as meet all of our safety regulations.
- All layouts must be approved by the Environmental Health & Safety (EH&S) Department at least two days before your event.
- Groups should not rearrange moveable walls or equipment without the assistance of the Events staff.
- Any costs incurred as a result of damage associated with an event will be the responsibility of the sponsoring club, organization or department.
- Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval of the Events office.

Occupancy Limits

- Clarkson regulates occupancy limits on the number of people who can be in a space during each event to ensure the safety of all in attendance. Guest invitations should be restricted to the appropriate capacity limit to ensure compliance with established limits. Occupancy capacities for specific venues will be displayed when booking a space in EMS or talking with Room Reservations. The sponsoring organization is responsible for taking positive actions to ensure that occupancy limits are observed throughout the course of the event.
- The Events office has information on the capacities for the rooms based on configuration of setup. It is a violation of applicable fire codes to exceed those limits. The Events office will notify the event sponsor if attendance for the event is greater than allowed for the facility selected. If asked to do so, the user must reduce the number in attendance. If the event sponsor is unable to reduce the number, the Events office may require the group to move the event.

Exits and Corridors

- Exits, corridors, stairs and egress routes must remain clear and unobstructed at all times. Nothing may be set up in these locations.
- Adequate aisle ways must be maintained throughout the venue (minimum 42 inches wide).
- Doors must open easily and fully and may not be locked, blocked or obstructed in any way.

- Sound, lighting and other equipment must be properly secured so it does not fall and must not create a tripping hazard.
- Materials must not block or be stored in front of electrical panels, exits and doorways, fire alarm pull stations, hydrants and extinguishers, aisleways, eyewash stations/showers, etc.

Food Safety

- All food and beverage must be provided by Aramark, our on campus caterer.
- After an event is completed, no extra food may be taken due to food safety regulations.

Fire Safety

- All events must adhere to the University's Fire Safety Policy. An event can be interrupted or possibly canceled should fire safety violations exist. Event venues must have clearly identified fire exits, and occupancy limits must be enforced. Should a fire alarm sound, house lights will be turned up, if necessary, and all participants will be instructed to leave the area or to respond as directed by Campus Safety & Security or fire department personnel.
- Room capacity information for campus rooms may be obtained from the Events office or Room Reservations. Fire regulations determine the legal capacities. Be aware that the occupant load is the maximum capacity based on the net clear floor area. Stages and other obstructions, seating arrangements and tables will decrease the capacity. The type of event is also a determining factor. When planning for an event, consider the following:
 - Exits must remain unobstructed and provide clear access to the outside at all times.
 - Wires or cables are not permitted to be placed in front of exits or on steps.
 - All wires or cables on floors must be properly taped down or covered to avoid tripping hazards.
- Setup plans for other spaces, spaces that are not routinely used for public assembly (including lobbies and atriums) or any plans that are different from existing standard plans must be reviewed in advance by the Events Department for conformance with life safety regulations.
 - Use of open flame, pyrotechnics and/or compressed gas cylinders is prohibited on campus.
 - Tents or canopies need a permit from the village.
 - Nothing can be attached to the ceiling or hand rails if it causes an obstruction.

Fire Detection Equipment

- Attention should be given to the location of the fire protection equipment, including smoke detectors, sprinkler heads and piping, fire alarm pull stations and fire extinguishers.
- Never attach anything to fire protection equipment.
- Smoke, dust, aerosols, fog/smoke machines, cooking and food preparation tasks and physical contact can activate fire detection equipment.
- Items must be at least 18 inches from the ceiling, and 24 inches from a sprinkler head.

- In the event of fire alarm activation, your event must stop and everyone must exit the venue.
- You may not re-enter the structure until given the all clear by the responding fire department or Campus Safety & Security personnel.

Outdoor Event Setup

- Outside exit paths and fire lanes must be kept clear at all times.
- Events that obstruct non-exit/fire lane pathways may be allowed after EH&S review.
- Obstructed sidewalks must be barricaded at each end. Contact the Grounds Department for barricades. (Please note that there may be a fee for this service.)
- Due to the presence of underground utilities, stakes and posts that extend more than 6 inches into the ground require a utility location survey to be completed by Dig Safe New York.

Cleaning and Damages Cleaning

- Special cleaning includes but is not limited to clearing excessive trash, boxes, pamphlets and other event supplies; removing flyers, posters, directional signs and anything affixed or attached to windows or doors; and cleaning up spills and leftover food. Facilities that require repair due to damage by event attendees will be repaired, and all costs for repairs will be charged to the event sponsor.

Fines and Damages Will Be Incurred for the Following:

- Blatant disregard for safety, Clarkson University policies and procedures and/or authoritative figures
- Unspotted ladders
- Untrained, unauthorized, inappropriate and/or unsupervised use of scaffolding
- Seating, aisle way or capacity violations
- Obstruction of exit signs and doorways
- Hanging of materials from heating pipes/sprinkler system/ceiling/exit signs/emergency equipment
- Use of saws and other forbidden power tools
- Paint cans and brushes or sponges
- Tape or adhesive used on wood, painted surfaces, windows, ceiling tiles or fabric (exception: gaff tape on the floor)
- Removal or damage of curtains
- Flammable items (i.e., candles, matches, cigarettes, lighters)
- Disregard of event setup and breakdown times