

# RIT Public Safety Department

## Special Events

### Services & Charges

Implemented: 6/2022

Revised: 9/9/2022



The Public Safety Department reviews events hosted by the University and its members, affiliates, groups, departments & colleges and provides additional services when deemed prudent to do so, in effort to protect people and property and so as to contribute to the overall safety & security of the event. Services provided may include: patrol special attention, barricaded safety perimeters, additional security personnel, law enforcement services, bag inspections, metal detection, access control, and traffic direction. The Public Safety Department considers a variety of factors when determining if and what additional services are required for an event and works closely with RIT's Risk Manager to implement strategies that mitigate identified risks.

If you are planning an event, you are encouraged to:

Make contact with RIT Public Safety's Lieutenant & Coordinator of Special Events at least 3 weeks prior to the date of the event to discuss event security. IF PUBLIC SAFETY SERVICES ARE DEEMED NECESSARY, AT LEAST 3 WEEKS NOTICE MUST BE GIVEN TO PUBLIC SAFETY PRIOR TO THE DATE OF THE EVENT TO ALLOW ENOUGH TIME FOR STAFFING, PLANNING AND LOGISTICAL COORDINATION.

Lt. Jim Entwistle  
Office: 585-475-5168  
Email: [jxecps@rit.edu](mailto:jxecps@rit.edu)

Reply immediately when Public Safety attempts to contact you (the event planner) about your event. Outreach is typically done through e-mail, however no reply may result in attempts to contact you (the event coordinator) by phone

**Failing to make contact with or provide event details to the inquiring Public Safety Department in a timely manner may result in the event NOT being endorsed by the Public Safety Department and may also result in the event NOT being approved by the University.**

Public Safety provides cost estimates for services it determines to be prudent for events. The costs for these services are the responsibility of the entity hosting the event.

#### Student Recognized Clubs & Organizations

Services being provided to recognized student clubs and organizations are typically not charged back for, however charges will apply in the following circumstances:

- The event is influenced or co-coordinated by an outside entity (an individual, business, group, organization, club, etc.) not directly associated with the University, and
- The event is expected to have more than 500 people in attendance, and/or
- The majority of people in attendance (>50%) are expected to be non-members of the University. (Members of the University are students, faculty, & staff – all others are considered non-members).

In said cases, the Public Safety Department will charge ½ of the cost for services to the recognized student club / organization.

- Dance parties that extend beyond the time of 12AM EST will be charged as follows:
  - The total cost for security services when the total cost amounts to less than or equal to \$400, or
  - A flat fee of \$400 when the costs for security services amounts to more than \$400.