

Hosting a successful event begins with detailed planning!

The DePauw University Police Department is committed to assisting all groups and organizations with the security aspect of their event. Many special events occur on campus that will require security due to the location or the number of people that may be in attendance. Here, we will help you navigate the university planning process.

If you are planning an event on campus, please provide at least a three week notice, to the Chief of Police Charlene Shrewsbury or Assistant Chief Captain Rick Keller, so that ample time is given to determine if security is needed. Below you will find guidelines that will help with the process before meeting with a representative of the DePauw Police Department.

Steps to ensure the event occurs without fail

- Meet with your organization's Advisor to plan the event.
- Contact the Office of Conferences and Campus Events with the date, time and location desired to secure your venue as soon as possible.
 - Angie Battin (abattin@depauw.edu)
- Obtain signatures from Advisor, Fraternity and Sorority Life Coordinator (if Greek affiliated) and Chief of Police or Assistant Director (minimum of three weeks advance notice is required)
 - Set up an appointment to meet with the Chief of Police Charlene Shrewsbury or Assistant Chief Captain Rick Keller to discuss the event and obtain signatures. During this meeting, a determination will be made on whether security will be required for the event.
 - Individuals or organizations should not sign any contracts committing the university to security specifications without consulting the DePauw Police Department.
- Outdoor venue
 - Determine if a Noise Ordinance Waiver or Street Closure Request will be needed and file the proper paperwork with Greencastle City Hall by the required deadline.
 - Noise Ordinance Variance/Waiver is needed after 10 p.m.
 - All Street Closures and Noise Ordinances MUST be signed off/approved by the DePauw Police Department
 - Utilize the DePauw specific forms.

Guideline to determine if security is needed for an event:

- Type of event
 - Concert, play, social events etc.
- Venue
 - Will the event be held on University Property
 - Outdoor venue (may require a Noise Ordinance Waiver or Street Closure Request)
- Attendance

- All campus
- General public
- Guest List
- Date/Time of Event
 - “Big” Event Weekends
- Facilities Management
 - Facilities will need to be contacted at least two weeks in advance. They will need contacted in the following cases
 - Any temporary structure or signs placed on or in the ground
 - Electricity is needed for the event
 - Barricades are needed to reserve parking or close a street (see above)
 - Chairs, tables etc are needed
- Media Services
 - Media Services should be contacted at least two weeks in advance for any media set up that is required, i.e. power point projectors or use of any equipment that is currently located in the area.

Events at the Inn at DePauw

The Inn at DePauw has determined, when an event is being held on the premises for student entertainment that involves alcohol, or any late night dance parties for students and guests without alcohol, will require security be hired with the assistance of the DePauw Police Department. The management has also determined formal events and dinners for students with alcohol will require security. Any dinner or appetizer event during dinner hours without alcohol will not require security provided students, parents, advisors or faculty/staff present agree, in writing, to act as chaperones.

The university reserves the right to reject a security plan presented by individuals or organizations. The DePauw Police Department also reserves the right to determine the amount of staffing for all events based on the venue, type of event and the number of attendees expected. If security is required, the financial responsibility is the obligation of the sponsoring individual or organization(s). In the event of a late request, the hourly rate for security could increase. If an outside entity is hired to provide security for the event, a minimum of four hours is mandatory.

The Campus Life Office is also a resource for advice in planning events on campus.