

**Blue Bands = COLLEGE STUDENT W/ NO GUEST**

**Orange Band = COLLEGE STUDENT WITH GUEST AND Non-COLLEGE STUDENT GUEST**

# **SECURITY GUARD INFO for CITY-WIDE BLACK GREEK EVENTS @ Washington University**

## **General Information about City-Wide Black Greek Events:**

**Responsibility of WUPD Officer:** Serve as a supervisor of security guards and liaison to sponsoring organization.

**Responsibility of Security Guards:** Security guards main responsibility is to monitor compliance of University policy at registered events.

**Responsibility of Responsible Officer/Contact:** These individuals are to be 100% sober and accessible to Guards, WUPD, and/or other WU personnel for the entire event.

**Action Taken Upon Policy Violations:** If there is any policy violation the security guard's first response is to find the Responsible Contact for the event, point out the violation, and provide the Responsible Contact with adequate opportunity to correct. If violation is not corrected and/or Responsible Contact asks for Security Guard to assist, Security guard will attempt to remedy him/herself. **Uncorrected Policy**

**Violations:** In the event that WUPD is called to the event based on a policy violation, WUPD may shut down the event, no questions asked.!!!

## **Attendance:**

- **At no time will individuals under the age of 18 be admitted in to the event.**
- The number of people at the event may never exceed the posted Fire-Code capacity in the reserved location. Guests must be college students.
- **Any non-college student (e.g. fraternity or sorority alumni member, or person over 18) must show valid identification and must be accompanied by a host-college student with valid student identification (see Admittance Procedures below).**

## **Admittance Procedures:**

- All attendee's must show college identification and/or state issued identification at the door prior to entry into the event.
- Each college student with proper student identification will receive a **dark-colored** wrist band which must be worn at all times while in attendance at the event.
- All non-college students & their host-college student eligible for entry will be required to show state issued identification and sign in at a separate entrance and receive a **light-colored** wristband to be worn throughout the event.

**Anyone found without a wristband in the event will told to leave the event – NO WARNINGS!**

## **Guest Security Provisions:**

- All attendees of the event may be expected to demonstrate he/she is not in possession of prohibited items such as weapons or alcohol. If a pat-down is necessary, the security guards must be supervised by the Sponsoring Organization's Responsible Contact.
- ***The hosting organization reserves the right to expel anyone for disorderly conduct. This includes but is not limited to fighting, vandalism, possession of alcohol or controlled substances, and smoking. If removed from the party you will have no claim to a refund of your entrance fee.***

## **Conclusion of an Event:**

- It is the sponsoring organization's responsibility to make all guests vacate the building promptly and orderly.
- All music should be shut off fifteen minutes prior to the scheduled ending time. At that time, the Responsible Contacts and Security Guards will begin telling guests the event is concluded and coax everyone toward the door. As guests are departing, every effort should be made to ensure that guests get home safely.
- All guests should be off premises by the scheduled ending time.
- The Responsible Contacts should make several rounds through the building to ensure all guests have departed, and that the building and adjacent parking lot is secure for the evening.

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## **Main Entrance Guard:**

- Check for St Louis College ID.  
If valid: Affix BLUE Wristband  
If not valid send to Guest

## **Entrance**

(ID not valid if not from a St Louis area college)

- Observe # of guests being admitted so as to not exceed fire code capacity in venue
- At end of event, assist other guards in clearing the venue/ building/ parking lot
- At completion of event, complete Event Evaluation Form

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## **Guest Entrance Guard:**

- Check HOST for College-ID
- Check GUEST for Valid 18 year old ID
- If both the above are valid:  
**BOTH MUST SIGN IN AT YOUR STATION  
AFFIX ORANGE WRISTBAND ON BOTH INDIVIDUALS**  
If either is not valid: Both must leave the event
- Observe # of guests being admitted so as to not exceed fire code capacity in venue
- At end of event, assist other guards in clearing the venue/ building/ parking lot

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## **Event Guard:**

- Ensure that all in attendance have either a BLUE or ORANGE wristband
- Anyone without a wristband should be told to leave – NO WARNINGS!
- Ensure no-one is drinking alcohol. Any one found with alcohol should be told to leave - NO WARNINGS!
- On occasion, the hosting organization may begin a “stroll” where members display their traditional step. It is improper for any NON member to interfere/interrupt the stroll. Guard to ensure that this does not occur.
- Observe behavior. If anything questionable is occurring, seek input from responsible contact to determine proper course of action
- At end of event, assist in ushering all guests out of the venue.
- Once venue is cleared, assist other guards in clearing the building.

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- Once Building is cleared, clear the parking lot.

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## **Building Guard:**

- Ensure stairs are not congested.
- Ensure that main level and upstairs are clear of students / guests at all times.
- Monitor parking lots during event.
- Assist other guards in clearing building at end of event.
- Assist other guards in clearing parking lot at end of event.