

CU Boulder Police Department
Weapons/Simulated Waiver Request for an Event.
INFORMATION SHEET

Dear Applicant,

The information contained in this document is a guide to assist you in requesting a waiver for the use, demonstration, or display of weapons or simulated weapons in conjunction with your special event on the University of Colorado at Boulder Campus. The possession of weapons on campus is prohibited by Policy 14-i of the Regents of the University of Colorado, except when prior written approval of the campus' Chief of Police has been obtained. To review the complete Regent's policy regarding weapons on campus, go to <https://www.cu.edu/regents/Policies/Policy14I.htm>. Please note that state law generally prohibits firearms (including concealed carry) on campus; see CRS 18-12-105 et seq.

As used in the context of this document, the term "weapon" applies to any item, which in the manner it is used or intended to be used is capable of producing, or causing in persons the fear of, bodily injury or death. Examples of such items include but are not limited to: simulated knives or other bladed items (e.g., swords, sabers, spears); striking devices (e.g., bludgeons, clubs, canes, wooden swords, nunchakus); and replicas or likenesses of such devices.

*If your event is requesting the use of a prop firearm or simulated gun of any kind, you are required to attach a picture of the prop firearm to your request. For all other types of simulated weapons, attaching a picture of the simulated weapon(s) is requested.

You must submit your weapons waiver at least two weeks prior notice to your event for proper review.

You may direct your letter by hard copy or digital email copy to:

Chief of Police
CU Boulder Police Department
1050 Regent Drive- UCB 502
Boulder, CO 80534

Or by email to: matthew.delaria@colorado.edu

When writing your waiver request letter please be sure to describe the following conditions:

1. That the weapons will only be used/brandished within the [detail of location].
2. That the weapons that will be used during the [event name] are the only weapons that will be brought onto campus in association with this event.
3. While on campus the weapons must be either secured, i.e., locked in an automobile trunk, locker or another space than cannot be accessed or viewed by the public or;
4. During any period of time that the weapons are unsecured they must be attended by the person designated to use them, or by an associate assigned responsibility for maintaining security regarding them.
5. When moved about campus, e.g., to and from cars to the event location; the weapons should be placed in a carrying case or similar item that hides them from public view.
6. The members of your event management group will coordinate the posting of signage at the event advising attendees and passersby that your event uses simulated weapons only.
7. While standing by and in possession of weapons, participants in the event should be sensitive to the impacts that the brandishing of weapons can have upon members of the public, and not

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engage in behaviors that might reasonably be expected to create alarm or fear for personal safety on the part of persons moving through the areas occupied by persons in possession of weapons.

8. No less than one hour prior to your event's start, you or someone from your organization must place a call to the University of Colorado at Boulder Police Department's dispatch center advising them of your pending demonstration, its location, and the approximate time it is scheduled to occur. Our dispatch center can be reached at 303-492-6666.
9. You will also provide our dispatch center with the number of a cellular phone that will be in the possession of an event manager during the course of the event, to support our ability to contact a responsible person for the activity should the need arise.
10. Events with Weapons Waivers will require approved Police or Security oversight.

"Example Weapons Waiver Request"

Note: This is only an example to aide you in writing your request and depending upon your event needs may not cover everything that you should include in the discussion. Please try as best as possible to cover all details and plans.

[today's date]

Dear Chief of Police,

I am writing to request a waiver and safety review from you per Board of Regents Policy 14-i. On [event date], from [start time] to [conclusion time], at [specify location] the [group/sponsor] will host the [name of event]. The purpose of this event is [detailed description of event to include reason behind weapons/simulated weapons use].

We would like to request a waiver and safety review so that we can use the [description of weapons/ simulated weapons] at the event. The safety plan for having the weapons on the University of Colorado at Boulder will include the following timeline: [insert timeline].

The individual(s) assigned as "Safety Official" who will have complete oversight and responsibility for the weapons/simulated weapons is [name and position] and will be present at the event and can be reached at this cell phone number during the event [cell number here]. The protocols that [Safety Official's Name] will follow for handling the weapons from the time of arrival on campus, throughout the event, to the time they leave campus are as follows: [outline safety plan in detail to include outlining items 1-9 on page 1 of this document].

[insert your conclusion]

Best regards,

[your COMPLETE contact information including cell phone and email]