

**Building Security**

The Lansing Center maintains 24 hour, 7 day a week building security. This guard is responsible for the facility's perimeter areas, internal concourses, and back-of-house spaces. Security staff will also open and secure exterior and interior access doors. Building Security is not "event specific" and is responsible for general monitoring of the building. Responsibilities include physical security, locking/unlocking doors, monitoring entrances and service area. Facility security is not available to perform as, or replace, event security. Certain events will require minimum levels of security. See "Event Security Coverage" section for more information.

**Event Security:**

The Lansing Center reserves the exclusive right to hire, assign and direct Event Security staff for events conducted in or on the Lansing Center grounds. In consultation with Licensee, your Event Coordinator will determine staffing requirements based upon this policy, and our assessment of the public safety environment, including such factors as the number of attendees and the mix of events present in the facility. Event Security is required for traffic control, and loading dock door coverage for move-in and move-outs. Checkpoints due to presence of two or more concurrent events may be shared among affected events.

Responsibilities include crowd or traffic control at public entrances, monitoring and controlling access at various public and back-of-house entrances being used by the event (staging, marshaling, load-in/out traffic, control by specially trained staff) and credential or badge-checking as needed. All arrangements for security are made through the Lansing. Security is assessed in one (1) hour increments with a four (4) hour minimum per person. Your Event Coordinator will advise you of safety requirements, if any.

**Required Additional Security:**

Certain events, whether public or private, may require additional Security coverage at the Licensee expense, including our in-house Security, as well as Lansing Police Department officers and/or Lansing Fire Department EMT's. Your Event Coordinator will assist in making those arrangements, and pricing will be at the prevailing rate charged by the City of Lansing.

**Exhibitor Move-In/Out:**

For the duration of exhibitor move-in/out, one guard is required for each entrance used, and 1-2 guards may be required to control and monitor traffic in the load in/out area, including the back lot.

**Overnight Coverage:**

This coverage is optional, and is available at the prevailing rate with a four (4) hour minimum per guard.

**Badge Checkers, Show Floor:**

The Lansing Center does not require badge-checkers or show-floor to be Security personnel. Staffing for those functions may be filled by our Event Staff department.

**Student-Centered Event Security:**

School proms, graduations, quinceaneras and other student-centered events, require security guards to monitor the event and assist school personnel in enforcing School and Lansing Center rules and regulations. Final security coverage is determined by the Event Coordinator.

**Security for Social Events with a Bar:**

Social events, such as a reception, wedding, etc., require a security guard. If the event is over 300 people, a second guard may be required. Security will be determined by the Event Coordinator.