

UNIVERSITY OF COLORADO AT BOULDER

CAMPUS EVENT APPLICATION/VENUE REQUEST

CU Student Groups/CU Departments/Non-CU Groups

PLEASE NOTE: Completion of this application does not constitute/guarantee approval of your event. This application is used to gather information regarding your event to help the University determine if your event meets the academic mission of the University and can be held on campus. You will then be notified by the appropriate scheduling authority that your event has been approved and you are clear to finalize the scheduling process. Only upon final approval will you be issued a confirmation/permit to hold your event.”

SPONSOR INFORMATION

Sponsoring Group/Department _____

Sponsoring Group/Department **Method of Payment** _____

EVENT COORDINATOR

Individual(s) responsible and accountable for event who will provide oversight for the duration of the event.

Name: _____ (Cell) Ph # _____

Email _____

Name: _____ (Cell) Ph # _____

Email _____

Other Contact(s): _____

EVENT INFORMATION

Date Request Submitted: _____ **Date(s)** of Event: _____

*(Final signature approvals for event should be completed **14 Business** days prior to event)*

Name of Event: _____

Requested Location: _____

Second Choice Location: _____

Weather Facility Backup: _____

Note: See Facility Access web link for details on venue hours and access.

<http://www.colorado.edu/police/help/access.html>

Description of Event:

Please provide a **detailed** description of event. Include a diagram of the set up you plan to use. Please include any other information that you think is pertinent for your proposal. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.

Estimated Number of Participants: _____

Set-up Start Time: _____ **Start Time:** _____ **End Time:** _____ **Clean Up/End Time:** _____

Night time outdoor events will require adequate lighting for safety and visibility purposes.

Film/Video Project

For film and video production, download, fill out, and submit to your instructor the [Film/Video Project Risk Assessment Form](#). **Attach copy of signed form to this Request.**

Food (Restrictions may apply)

Is food being served? *(If NO please move onto next section)* YES NO

- By UMC Catering YES NO
- By Housing & Dining Services YES NO
- By Student Group/CU Dept/Non-CU YES NO

If yes, health and sanitation rules must be followed according to EH&S.

The Event Manager must submit with this application:

Addendum A- Food Sales/Distribution Permit with signature approvals.

- By Non-CU Licensed Vendor YES NO
(If yes, who) _____

Outside caterer must have a current certificate of insurance on file with University Risk Management.

Event with Alcohol

Serving alcohol on campus requires **Police** or approved **Security** on-site. Additional paperwork and authorization is required. (Please note: Student Organizations may not sponsor alcohol events attended by underage students.) Certain venues prohibit alcohol at all times.

Will you be seeking approval for alcohol at your event? YES NO

If yes, event must be invitation only/closed to the public.

Please explain details regarding serving alcohol at your event: _____

Addendum B [Risk Assessment for Serving Alcoholic Beverages](#)

- Acknowledge review of and compliance with the Risk Assessment for Serving Alcohol Event Coordinator Initials _____

Event Coordinator must submit planning details for inside or outside event with alcohol with this application:

Addendum B-1 [Inside Event with Alcohol- Planning Details](#)

Addendum B-2 [Outside Event with Alcohol- Planning Details](#)

Public Safety

- **CU Police Department:** This is assessed on a case-by-case basis with several factors taken into account: time of event, location of event, **maximum** number of attendees, other events on campus at the same time of event. Events with alcohol will require Police or approved Security to be located on-site.
- **Parking & Transportation Services:** This is assessed on a case-by-case basis with several factors taken into account: time of event, location of event, **maximum** number of attendees, other events on campus at the same time of event.
- **Medical Staff needed on site:** Determined by University. Approved medical providers only.
- **Fire & Life-Safety:** Fire and life-safety issues are assessed on a case-by-case basis based on several factors including, the event venue, the presence of grills or other food preparation appliances, the presence of candles or open flames, and the expected number of people for the event. Please provide all information related to these issues. See Addendum E.
- **EH&S Safety:** This is assessed on a case-by-case basis, for events that involve use of hazardous materials which have potential for exposure or illicit discharges--paints, cooking oils/greases, processed water, nuisance dusts, etc. Inappropriate spills or releases of hazardous materials that occur from events, including illegal discharges to sanitary

or storm sewers, parking lots, trash, etc., are regulated by Federal, State and Local laws; event planners/staff could be liable for costs and legal actions that arise from these occurrences.

- **Risk Management:** Risk assessments may be recommended on a case-by-case basis to determine safety and liability issues, insurance requirements, lawful alcohol service at an event, and also recommend University-based best practices and standards.

Money and Ticketing

- Is the event free and open to the public YES NO
- Is money being collected (*donations or silent auction*) YES NO
- Is there a ticketing process in place (*crowd control*) YES NO
- Are any products being sold/distributed YES NO

Explain: _____

Rental Equipment

These require a site survey with client; Facilities Management, Rental Company and Event Coordinator.

- Tables and chairs YES NO
- Any ground penetration (stakes, signs, structures) YES NO
- **May require underground utility locate at <http://www.uncc2.org/web/> or call 811.**
- Tents YES NO
- AV or staging YES NO
- Porta Potties YES NO
- Grills YES NO

Set-up time _____ Break down time _____

Contact Person: _____ Phone: _____

(*Monetary Penalty for early set up or late removal of equipment)

Any non-CU vendor hired for an event may need to have a certificate of insurance on file with University Risk Management. No vendor or private vehicles allowed on landscape or sidewalks unless prior approval from UCPD, Parking & Transportation Services and Outdoor Services.

Recycling/Environmental Services

Each group is responsible for cleaning up the area after the event. With more than 100 guests in attendance group is required to arrange for additional trash and recycling containers.

- Food and beverages being served YES NO
- In compostable or recyclable containers YES NO
- Pamphlets and/or giveaways being distributed YES NO
- Cardboard from vendors/or catering operation YES NO

Amplified Sound

CUUF Policy must be followed for amplified sound. Additionally, if approved please contact surrounding building proctors as courtesy to inform them of the event.

Amplified Sound YES NO

Provide Details and Technical Information on sound system:

Event-Specific Document Links

Addendum A- [Food Sales/Distribution Permit](#)

Addendum B- [Risk Assessment for Serving Alcoholic Beverages](#)

B-1 [Inside Event with Alcohol- Planning Details](#)

B-2 [Outside Event with Alcohol- Planning Details](#)

Addendum C- [Temporary Structure Permit](#)

Addendum D- Road Races (Road Races require additional steps in this process)

D-1 [Approved 5k Road Race Map](#)

Addendum E- Fire & Life-Safety - Please visit the following webpage:

<http://www.colorado.edu/facilitiesmanagement/pdc/safety/index.html> and review items applicable to your event under the “General Policies and Procedures” heading. Typically, items applicable to events include: [Barbeque Grill Requirements](#), [Candle Safety](#), [Cooking Operations](#), [Events/Assembly Fire-Safety Checklist \(Indoor\)](#), [On-Campus Event Safety Guidelines](#), [Open Flame Requirements for Assembly Occupancies](#), [Pyrotechnics Effects](#), [Pyrotechnics Display Form](#), and [Temporary Structures](#)

Addendum F- [Simulated Weapon or Weapon Waiver](#)

Addendum G- [Building Proctors](#)

Addendum H- Safety/Emergency Plan

Addendum I- [Campus Events Best Practices and Guidelines for Event Managers/Coordinators](#)