

**RISK MANAGEMENT** 

Event Organizer:	First & Last Name	Email Address	
Event Name	Event Date	Event Time	Event Location
vent Description: Include he list of activities that vill be conducted at the event. .g. food & beverage, guest peaker, performers, endors, outside guests, hinors, estimated ttendance, etc.			
Please attach the description fyou have it on another locument)			

# **Risk Management**

#### Will there be minors at this event? Yes

Minors must be always accompanied by an adult parent or legal guardian. The required ratio of chaperone to youth can be found at the matrix below.

No

Youth Age	Overnight	Day-only
5 years and younger	5	6
6–8 years	6	8
9–14 years	8	10
15-18 years	10	12

# Will there be amplified sound at this event? Yes No

Per the campus Time Place and Manor(TPM) policy, amplified sound may not exceed 80 decibels.

Will there be vendors? Yes No

All vendors must be processed by Procurement & Contracts and require an agreement with the campus. Contact Procurement for the procedure on bringing vendors to campus. Off-campus vendors must sign a <u>liability waiver</u> before coming to campus. The signed waiver should be submitted to <u>riskmanagement@csudh.edu</u>.

### Will there be guest speakers? Yes No

Paid guest speakers must be processed through Procurement before the event date. Both paid an unpaid guest speakers must sign a <u>liability waiver</u> before coming to campus. The signed waiver should be submitted to <u>riskmanagement@csudh.edu</u>. \*Note: Only guest speakers outside of CSUDH will need to fill out the liability waiver.

### Will a fire marshal permit be required for the event? Yes No

The office of the State Fire Marshal (SFM) requires a special event permit whenever a space is used in a manner that is different than its original intention. For example, if a non-sporting event is held in the Gym, it would require a permit. Events with onsite hot food preparation and those with tents having an area more than 400 square feet also require permits. Instructions for applying for an SFM permit will be provided via e-mail.

#### Is the surface condition safe for the event? Yes No

Outdoor events should be held on flat firm surfaces to prevent slips, trips, and falls. Sloped or gradient surfaces, those with loose or damaged material and slippery surfaces should be avoided.

# **University Police**

# Will there be sales of any items at the event? Yes No

Payment methods should be limited to non-cash options as much as possible, to reduce the potential for robbery.

# Will there be any dignitaries or controversial speakers or guests at the event? Yes No

Per the campus TPM policy, University Police will evaluate events and determine if there is a need for onsite security. Per collective bargaining union agreement, campus police have the first right of refusal to provide security services for an event. The police department will provide the event organizer with a quote for these services.

# **Parking & Transportation Services**

#### Will there be outside guests coming to campus for the event? Yes No

Parking permits are required on campus, day passes can be purchased at the yellow dispensers in each parking lot. Each daily permit is \$10.

### **Facilities Services**

# Does the event organizer need any of the equipment listed below? Yes No

Facilities Services can provide tables, chairs and 10X10 canopies to campus event organizers. Facilities does not provide generators or other ancillary power supply. Submit a facilities work order to request any of the equipment that facilities can provide.

#### Will the event be held in a sprinklered lawn area? Yes No

Facilities Services can shut off sprinkling service prior to and during the event. Submit a facilities work order to request suspension of sprinkling services.

# Will you have any pre-fabricated or site constructed structures like stages, platforms, lighting or soundrigs and stage backdrops?YesNo

Any structures of the type listed above must be reviewed and permitted. A State of California licensed architect or engineer is required to review and stamp drawings or specifications for review and permitting by the Campus Deputy Building Official (CDBO) from Facilities Planning Design and Construction (FPDC). Please contact FPDC at <u>rmodesto@csudh.edu</u> for further assistance. Once installed, CDBO & the State Fire Marshal may inspect and require any additional fire, life safety provisions as required by current building code.

Environmental Health & Safety

Will the event be held outdoors on a hot day? Yes No

Event organizer should provide water to individuals working the event and advise attendees to bring their own water. Canopies for shade and rest breaks should also be provided.

Will there be any helium tanks for inflating balloons? Yes No

Any compressed gas tanks must be stored upright, out of walking paths and be safe from toppling over. The tanks should be capped with the regulators off when not in use.

*Internal use only, not to be completed by the event organizer.						
Reviewed By:	First & Last Name	Signature	Date			