

## **Special Events Policy**

The University of Oklahoma (the University) permits the use of campus facilities for special events proposed to be held by internal and external groups provided that such events are consistent with the University's mission and are not in violation of applicable law; or any policy or regulation of the University.

A Special Event is defined as any activity proposed to take place on University property which alters the property's ordinary use and/or involves the erecting or placement of tents, structures, platforms, inflatables, fixed equipment, automotive vehicles, aircraft, or other mobile craft in an effort to assemble persons for the purposes of live entertainment/performances, celebrations, attractions, participation, races, walks, runs, parades, fairs, festivals, rides, competitions, sponsored outdoor catered events, and similar occasions. The primary intent of the policy is to apply to special events involving third party groups, outdoor events or indoor events in which the occupant load or normal use of the facility has been temporarily modified to accommodate the event.

Special Events may be sponsored by the following organizations (Sponsoring Organizations):

- Academic departments, schools, institutes, etc.
- Administrative offices within and operating on behalf of the University
- Registered and approved student organizations (RSOs) within the University
- Other University recognized organizations or independent groups
- Non-academic departments

### **Third Party Groups**

Third party groups are outside entities not affiliated with the University that have been hired and/or contracted to provide a service or to conduct business on campus. These groups do not fall under any insurance coverage or self-insurance provisions maintained by the University or the State of Oklahoma and therefore must acquire their own liability coverage and any other insurance as necessary for risks associated with a Special Event.

### **Fundamental Intent & Prerequisites**

The theme and purpose of a Special Event must be consistent with the mission functions (instruction, research, public service, academic support, student services) of the University and must be compatible with the goals and purpose of the Sponsoring Organization.

A Special Event's Sponsoring Organization must inform all appropriate University authorities (e.g., Vice President, Dean, and/or Department Head) of the event, assume all related financial responsibility, and, if applicable, ensure that all parties are properly and timely paid.

The Sponsoring Organization must demonstrate that it has considered and taken all appropriate action relative to the Special Event's impacts on the University (i.e., fire safety, security, traffic, parking, and similar concerns).

The Sponsoring Organization must comply with all University policies and regulations, including, but not limited to, OU Parking and Traffic Regulations, The Campus Tobacco-Free Policy, the Minors on Campus Guidelines, and building specific rules.

The Sponsoring Organization shall designate an event coordinator who will be responsible for:

- a) Submitting the event application;
- b) Serving as the main point of contact to coordinate with all applicable University authorities relative to complying with their requirements (fire, life safety, facility use agreements, emergency preparedness, law enforcement/security, utilities, traffic, parking, and other policy-related matters).
- c) Coordinating with outside third parties and obtaining insurance certificates and other necessary documentation;
- d) Logistical planning and overall execution of the event; and
- e) Maintaining a physical presence for the duration of the event.

### **Submitting Event Applications**

Sponsoring organizations shall submit Special Event applications to University's Risk Management Department at least fifteen (15) business days prior to the event, unless otherwise approved by the Director of Risk Management. All relevant information for the event shall be provided in the application. Any additional information requested by an appropriate University authority shall be provided upon request.

### **Approval Required**

No group or person shall conduct a Special Event without submitting a completed application and receiving approval from the University. The University reserves the right to cancel any event that has not complied with any of the provisions of the special event policy or any aspect of the application process.