



UNIVERSITY OF OKLAHOMA

DEPARTMENT OF ENTERPRISE

RISK MANAGEMENT

NEWSLETTER

OCTOBER 2025



SPECIAL EVENTS

Just as a reminder, internal and external groups who plan to hold a Special Event on University property or in campus facilities need to register the event at least 15 days prior to the event. The registration process will review the details of the event by various University Departments that will confirm all the aspects of the planning to stay in compliance with safety, policy, insurance coverage of third-party vendors and many other concerns.

What is a Special Event?

“Special Event is defined as an activity 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. Primarily applies to events involving third party groups, outdoor/indoor events in which the occupant load or normal use of the facility has been temporarily modified to accommodate the event.”

[Register your event here:](#)

Special Events Registration

THIRD-PARTY VENDOR INSURANCE REQUIREMENTS

Did you know that we require proof of standard Insurance requirements for third-party providers coming onto campus for services or events? These minimum limits are:

- * **Commercial General Liability \$1 million per occurrence/ \$2 million aggregate**
- * **Commercial Auto Liability \$1 million combined single limit**
- * **Workers Compensation with Statutory Limits**

An Umbrella Policy can be used to help meet the general or auto liability limits. The Certificate of Insurance should list the certificate holder as The Board of Regents of the University of Oklahoma.

These are minimum requirements. **Some factors require higher limits**, such as live animals, crane permits, inflatables, carnival rides and alcohol vending. These are just a few special conditions that can affect the types and limits of insurance that will be required.

Insurance Limit Guides:

- [Insurance Limits for contracts less than \\$150,000 \(pdf\)](#)
- [Insurance Limits for contracts over \\$150,000 \(pdf\)](#)

For any additional questions about insurance limits



CONTACT US

In the event of an accident or incident, or if you just want to know more about risk management, contact us anytime or come by, Evans Hall, Room 314.

Our office is open weekdays: 8 AM to 5 PM.

You can reach us at: (405) 325-2490
norman-riskmanagement@ou.edu

Check out our Website: ou.edu/risk
Book a RoadShow: tinyurl.com/Schedule-a-Roadshow Quick Reporting: ou.edu/risk