



Event Safety Guidelines

Managing Risk

An event can be successful with good planning and risk management. This checklist will help your organization manage the risks of your event and help eliminate the risk of violation of UNT's rules and regulations as outlined in the *University Policy Manual*. The Student Activities Center encourages you to work with staff and advisors in order to plan a safe and successful event.

All activities must follow the policies and procedures of the University of North Texas.

Event Information:

Name of Event _____
 Date _____ Location _____
 Description _____

Type of event (check as many as apply):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Retreat | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Program | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Speaker | <input type="checkbox"/> Social Activity | <input type="checkbox"/> Run |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> | |

Other _____

Keep in mind, the nature of your event may determine specific requirements or additional fees.

Admission Procedure

Ticketed _____

Free with UNT ID _____

Open/Public _____

- ✓ Contact _____ at _____ prior to the event to order tickets.

- ✓ Signs must be 11" X 17" or smaller.
- ✓ No University of North Texas logos or trademarks may be used without prior approval. Generally, only "Recognized" student organizations may use the UNT name or trademarks, contact brandreview@unt.edu for approval.

Alcohol

- ✓ Alcohol is permitted on campus at events, but some restrictions may apply.
- ✓ If minors, anyone under the age of 21, are present at an event in which alcohol is served, standard operating procedures will be put into practice in order to ensure there is no underage drinking.
- ✓ If Metzler's is not serving the alcohol at the event, then the organization may apply for an alcohol permit.

Amplified Sound

- ✓ Amplified sound is only available in designated areas.
- ✓ Amplified sound on the library mall during the week day may only be used between 11:30 am and 1:00 pm or after 5:00 pm through 10:00 pm per City of Denton sound ordinance.
- ✓ Some sound equipment is available to rent through Union Scheduling Services 940-565-3804 (rental fees vary).
- ✓ Sound cannot be above 92 decibels.

Cash Handling

- ✓ All organizations must provide their own cashbox when money is handled at an event.
- ✓ For large events, a \$200 in one dollar bills or proper change must be in the cashbox prior to the start of the event.
- ✓ For events in the Union, the Wells Fargo can provide monetary services before 5:00 pm.

- Tickets will be sold at the event
- Off campus guests will be invited
- Alcohol will be served
- The expected amount of guests will be over 100
- Hazardous materials be on site
- Physical activity will take place (dancing not included)
- Minors will be present

Co-Sponsorship

Will there be any other groups or organizations that are involved in putting on the event?

- Student Organization(s)

- University Department(s)

- Off-campus Organization(s)

List any off-campus organizations (such as performers, businesses, donors, or agencies) that are contributing in any way to the event and what their role will be:

- Off-campus Organization _____
Role: _____
- Off-campus Organization _____
Role: _____
- Off-campus Organization _____
Role: _____
- Off-campus Organization _____
Role: _____

Date(s) of Event:

- ✓ You may want to check academic, university, or religious calendars to make sure your event will not be in conflict with other events.
- ✓ Be sure to turn in Event Application at least **10 business days in advance** or **15 business days** (Monday-Friday) if it requires approval of the Event Safety Committee.
- ✓ The Event Application may require approval of the Event Safety Committee if:
 - Food or beverages will be served

Emergencies & Risk Management

- ✓ Plan ahead for medical emergencies.
"Contact _____ at _____ for assistance in obtaining EMS service."
Plan for emergency services for large events and events that include physical activity.
- ✓ Have first-aid kits available on-site.
- ✓ Think through your risk management plan:
 - What activities will be involved?
 - What risks are involved?
 - What could go wrong?
 - How can we manage and/or reduce any risks?
- ✓ Event Applications can be found on OrgSync, the Student Activities Center (Union 345), or at <http://studentactivities.unt.edu/orgs/events>

Facilities

- ✓ Student organizations may place work orders with the Work Control at extension 940-565-2700 in order to obtain items such as:
 - Tables and chairs
 - Trash receptacles and/or trash removal
 - Electricity
 - Water
 - Other _____
- ✓ Charges may apply for some services.
- ✓ Student organizations are required to remove trash created from their event by taking the trash to the dumpsters or paying for Facility Services to remove the trash.

- ✓ To have sprinklers turned off or flagged, contact Grounds Maintenance at 940-369-7318.

Food/Beverages

- ✓ Remember that food permits must be obtained for all catered food and potentially hazardous food. Food that is handled or prepared improperly can cause a food-borne illness.
- ✓ Food permits must be submitted at least 7 working days before you plan to distribute food. Once approved, you will receive a confirmation e-mail. The approved permit must be available for review at the food distribution site during your event.
- ✓ **Only approved food products will be permitted.** Home preparation or the storage of food in the home is not allowed. All condiments including relish, catsup, etc., available for customers must be single-service packets or be dispensed from sanitary dispensers. Must provide single service plates & utensils.
- ✓ All perishable food products must be maintained under proper temperature control: hot foods maintained at 135 degrees Fahrenheit or above and cold foods maintained 41 degrees Fahrenheit or below. Thermometer (0 to 220 degrees) to check temperature is required.
- ✓ Food shall be protected at all times. Open, unprotected displays of food products will not be allowed. Booths shall be enclosed or have adequate floor and over covering. All food/food supplies shall be 6" off the floor/ground.
- ✓ Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles or cans and must be dispensed by food handlers **ONLY**.
- ✓ **NO SELF SERVICE OF ICE!!!!**
- ✓ All food handlers shall:

- Wear clean clothes and effective hair restraints
- Wash hands with soap and water prior to beginning work, after smoking, eating, or drinking, and after using the restroom
- Use disposable gloves or utensils when handling food products
- Not smoke or use tobacco products inside concession stand

- ✓ Have three containers available for the following uses of water:
 - Soapy water for washing
 - Rinse in clear water
 - Water with bleach to sanitize (one cap full of bleach to one gallon of water)
- ✓ Five gallon container with spigot, filled with water, liquid soap for hand washing; provide liquid soap and paper towels.
- ✓ All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.
- ✓ Toxic items shall be stored away from food and food supplies.
- ✓ If open flame cooking a fire extinguisher must be on hand and conveniently accessible.
- ✓ USDA Recommended Safe Minimum Internal Temperatures for cooked meats:
 - Chicken.....165°F
 - Hot dogs.....165°F
 - Ground beef.....160°F
 - Pork.....160°F
 - Beef steaks.....145°F
- ✓ Contact Vickie Coffey, Health and Food Safety Officer at Vickie.coffey@unt.edu or 940-369-8146.

Fundraising on Campus

- ✓ Student organizations may fundraise on campus either by selling items that they own or by soliciting donations.
- ✓ Be sure to consider the safety of your group members who will be collecting money. UNT

staff or officers may be necessary onsite when handing large amounts of cash.

- ✓ *Student organizations are allowed **two** tax-free fundraisers per semester. State sales tax must be paid on profit raised on other days of the semester.*

Greek Events

Will you be having a Greek social event on University property and is your Greek organization affiliated with the Office of Greek Life? If so, the event may require additional paperwork.

- ✓ *Contact Kari White at 940-369-8463 or Kari.White@unt.edu.*
- ✓ *Additional paperwork can be found in the Greek Life Center, 621 S. Welch St.*

Guest Speakers

Will you present a guest speaker (e.g., a speaker or performer who is not a student, faculty member, or staff member)?

Name of speaker: _____

- ✓ *Advance permission is strongly suggested for guest speakers.*
- ✓ *Remember to make it clear that the guest speaker was invited by the organization, not the university, and any views expressed do not necessarily represent the views of the University of North Texas.*

Insurance Requirements

- ✓ *If you are holding an event, your organization may be required to provide a Certificate of Insurance naming the "University of North Texas as an Additional Insured" for the event. If your organization does not have an insurance policy or a national office that can provide the Certificate of Insurance, you may be able to purchase insurance through the university.*
- ✓ *If an off campus vendor will be a part of your events, you are required to provide a*

copy of their Certificate of Insurance 3 business days prior to the event date. This Certificate of Insurance must contain the following elements: Minimum of \$1,000,000 General Liability Limit and name the University of North Texas as an "Additional Insured."

- ✓ *Contact Crystal Daniels in Risk Management Services at Crystal.Daniels@unt.edu or 940-369-8150.*

Minors in Attendance

If you plan on inviting minors (anyone under the age of 17 that do not attend UNT) to your event, please consider the following:

- ✓ *TAMS (Texas Academy of Math and Science) students are not considered minors.*
- ✓ *Minors who are accompanied by their parents or guardians are allowed to attend your event without any further action on your part.*
- ✓ *If minors will be dropped off for any period of time and will be left without their parents or guardians, you will assume responsibility of their safety and activities while at your events.*
 - *All members of your organization who will be dealing with minors must have both a Background Check and Child Molestation Training performed.*
 - *Names and social-security numbers can be given to Rebekah Moreno of Risk Management at Rebekah.Moreno@unt.edu or 940-369-8097*
 - *Each Background Check will cost \$10.00, and each Child Molestation training will cost \$6.*
 - *Online trainings are by cost per student. In-person trainings are offered to student organizations free of charge.*

Outdoor Events

To reserve an outdoor space, you must first have filled out a Free Speech Form or an Event Application

- ✓ *Library Mall and Campus Green (areas 1-8) can be reserved through the Union Scheduling Office, 940-565-3804, Union 418.*
- ✓ *Kerr Beach, Kerr Basketball Courts, Honors/Legend Park, McConnell Park, Crumley Park & Clark Park can be reserved through Central Housing (940) 565-2610 and signed by Yolanda Armstorong in Crumley Hall.*
- ✓ *Schrader Pavilion can be reserved through Union Scheduling Office, 940-565-3804, Union 418..*

Number of people attending: _____

- ✓ *Be sure to consider the maximum capacity of your location or venue.*
- ✓ *If your event is likely to attract over 100 people, you may be required to attend an Event Safety Committee Meeting.*
- ✓ *If your guests are likely to fill the capacity of the room/venue you have reserved, you will need to purchase wristbands in order to keep an accurate count of those admitted as to not violate any facility fire code.*

Physical Activity

Any physical activity involving guests at your event will require a waiver or insurance.

- ✓ *If scheduling this event through Rec Sports, they will provide you with the appropriate form.*
- ✓ *If not, Contact Crystal Daniels in Risk Management Services at Crystal.Daniels@unt.edu or 940-369-8150.*

Security

- ✓ *Security for on-campus events must be provided by UNTPD. Contact Captain Coffey*

*at Jim.Coffey@unt.edu to discuss security needs at least **14 days before your event.***

(Your facility representative may also coordinate this for you.)

- ✓ *Charges will be determined at your Event Safety Meeting.*
- ✓ *If your event is not handled through a facility you will need to make the payment directly to the UNTPD at least 3 business days prior to event.*
- ✓ *Additional charges may apply if officers encounter any problems deeming it necessary to stay longer than planned and/or require more officers.*
- ✓ *Invoices may be paid to Doris Britt, 940-565-3626 or 1700 Wilshire St.*

Solicitation

- ✓ *Student organization may advertise their events with off-campus businesses or entities on campus with approval from UPC.*
- ✓ *Please see the Application for Solicitation for rules and regulations regarding solicitation.*
- ✓ *Solicitation forms may be found in the Student Organization Area, Union 337.*

Reservations

Equipment

- ✓ *Sound equipment, stage, and platforms are available through Union Scheduling Services 940-565-3804, Union 418.*
- ✓ *To order trash receptacles, tables, chairs, electricity or water contact Work Control at 940-565-2700.*
- ✓ *Recycling receptacles can be ordered through Recycling Services at 940 565-2700.*

Venue

- ✓ *To reserve a room in the Union contact Scheduling Services 940-565-3804 or go to the Union, 418.*

- ✓ To reserve a classroom, login to OrgSync <https://orgsync.com/login> and complete an event request form.
- ✓ For all other buildings on campus, you will need to go through the building manager of that specific building. Call Campus Directory 940-565-2000 to connect you with the appropriate building.

Weather

- ✓ *Consider a backup location or alternative date in the event of inclement weather*
- ✓ *Check weather conditions and warnings in advance*
- ✓ *What time will you decide to move or cancel the event in case of inclement weather?*
- ✓ *Who will make the decision?*