

RM Received
Form _____

BAYLOR

UNIVERSITY
SPECIAL EVENTS REQUEST FORM

File # _____
For office use only

Allow 15 business days to process your event. Place N/A in areas not applicable to your event. Deliver this signed form to Risk Management or fax to 710-6256. If you have any questions, please call 710-4586.

Event Name: _____

Event Date(s): _____ **Event Time(s):** _____

Day(s) of the Week: _____

Event Planner(s): _____ **Planner(s) E-mail:** _____

Daytime Phone: _____ **Faculty Advisor E-mail:** _____

Students: Has this event been submitted to Student Activities? Yes ___ No ___
 Has this event been approved by Student Activities? Yes ___ No ___

If approved, please attach their approval email to this form, so we can begin processing your event.
(Student Activities' approval is not needed for departmental events.)

Does this event correspond with core convictions of Baylor University? Yes ___ No ___
(<http://www.baylor.edu/pr/gallery/document/000002.pdf>)

WHO ARE THE PLANNERS FOR THIS EVENT?

___ **Outside Baylor Group** **Name of Group:** _____
 ___ **Baylor Department** **Name of Dept:** _____
 ___ **Baylor Student Organization(s)** **Name of Org:** _____

INSURANCE INQUIRY

National Affiliation? ___ Yes ___ No ___
 If "yes," does your National Greek Organization provide liability insurance coverage? ___ Yes ___ No ___
 If "yes," you must submit a copy of this coverage with this form. Is this form attached? ___ Yes ___ No ___

FUNDRAISER?

Is this a fundraiser? ___ Yes ___ No ___ If "yes," proceeds will go to: _____

LOCATION OF EVENT

Exact Location(s) of Event: _____

Have you reserved this location? ___ Yes ___ No ___ **What time will you set up for the event?** _____
 Are classes nearby? ___ Yes ___ No ___ **What time will you begin clean up?** _____
 Will nearby residential communities be impacted? ___ Yes ___ No ___

DIAGRAM: If your event includes a major production (concerts), stages, inflatables, grills, tents, or any type of open flame, you need to attach a detailed diagram of your event layout. If we do not receive a diagram, a walkthrough will be required. Call 254-710-1361 to schedule a walkthrough, if required.

If this is an outdoor event, what are your plans for inclement weather? _____
 When will the weather decision be made? _____

PARTICIPANTS / SPECTATORS

Risk Management is aware that some of these numbers are estimates. Please be as accurate as possible.

Anticipated Number of Baylor Student Participants: _____

Anticipated Number of Spectators: _____

Any Minors Participating? ___ Yes ___ No _____ # of Minors Participating

Any Non-Baylor Participants? ___ Yes ___ No _____ # of Non-Baylor Participants

EVENT DESCRIPTION

LIST OF ALL ACTIVITIES

The approval of this event involves ONLY the activities listed BELOW. Additions and changes require a second approval.

Activities Involved

Name of Activity Planner
(Please print)

Daytime Phone

Is this event part of another event? ___ Yes ___ No If yes, list the names of the events.

List all Baylor departments involved and their function.

Baylor Department

Function

SECURITY

A large gathering will require involvement with the Baylor Police Department. (710-2222)
Any requests for security should be coordinated with Baylor PD.

Will this event require security from the police department? ___ Yes ___ No

_____ Crowd control _____ Traffic control

PARKING SERVICES (710-3804)

Will this event require help with parking services? ___ Yes ___ No

_____ Parking _____ Reserved Parking Needed

CONTRACTS

Definition: Any signed agreement by two parties bound by law

1. Event planners are not allowed to sign any contracts on behalf of Baylor.
2. Prior to the event, contracts must go to the Office of General Counsel for approval 10 days prior to the event.
3. Risk Management also needs a copy of the signed approved contracts.

Will this event require you to ask the Office of General Counsel to approve any contracts? ____
 Have your Contracts been approved with the Office of General Counsel? (710-4741) ____ Yes ____ No

Name of event planner responsible for contracts? _____
 Daytime Phone: _____

VENDORS – PROVIDE CERTIFICATE OF INSURANCE

Vendor Definition: Any company that provides a service for your event- such as decorations, tents, inflatables, generators, dunking booth, etc.

1. Before selecting a vendor, call 254-710-4285 or 254-710-4586 to discuss previously approved vendors.
2. New companies/vendors are required to show Baylor their Certificate of Insurance *from their insurance provider* prior to the event.
3. **Planners need to obtain these Certificates of Insurance from each vendor and attach them to this form.**
4. On each Certificate, the vendor must prove to meet Baylor’s coverage and limits.

List all outside companies/vendors involved and their function.

Name of Vendor	Function of Vendor	Name of Vendor	Function of Vendor
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Name of event planner(s) responsible for vendors? _____

INSURANCE

Have you reviewed Baylor’s requirements for insurance coverage? ____ Yes ____ No ____ N/A

General Requirements <http://www.baylor.edu/content/services/document.php/65804.pdf>

Certificates of Insurance <http://www.baylor.edu/content/services/document.php/65818.pdf>

Baylor’s Required Coverages <http://www.baylor.edu/content/services/document.php/65803.pdf>

THIS IS NOT AN ORDER FORM.

EQUIPMENT NEEDS

EVENT PLANNERS MUST CALL DEPARTMENTS TO ORDER THEIR NEEDED ITEMS.

Will you need to contact Student Activities to fill out a work order for your event for any of the following items? (710-2371)

- Electricity
- Water
- Tables
- Chairs
- Trash Cans, Recycling Cans
- Restrooms
- Stage
- Lighting
- Sound System (Sound checks are required) Special Note: If DJs are playing music, only CDs that have been purchased may be played. Copies are prohibited.

Baylor Departments	Phone	Contact Person
Baylor Police Department/Security	710-2222	Baylor Police Department
Facilities/Classroom Planner	710-8534	Lois Ferguson
Athletic Facilities	710-3251	Henry Howard
Risk Mgt./ Insurance/Vendors/Contracts	710-4586	Jamie Hinojosa
Baylor Dining Services	710-7380	Brett Perlowski
Facility Services/Walk-through	710-1361	Dewey Ellison
Office of General Counsel/Contracts	710-3821	Kit Riehl
Baylor Police Department/Fire	710-2222	Brad Wigtil
Parking Services/Reserved Parking	710-7645	Matt Penney
City of Waco Permits	709-9996	Ed Dvoracek
EHS/Walk-through	710-2357	Ken O'Connor

ADVERTISING

Will you be advertising for this event? ____ Yes ____ No
Baylor guidelines must be followed with use of Baylor Graphics

<http://www.baylor.edu/graphics>

____ T-shirts with Baylor Marks ____ Banners ____ Brochures ____ Media ____ Other

FOOD GUIDELINES

CITY OF WACO REQUIREMENTS – FOOD SERVICE

Event planners cooking and serving their own food need to apply for a Food Establishment Permit Application with the City of Waco. If this is requested 5 days prior to the event, there is no fee.

All city guidelines must be followed. (709-9996)

BAYLOR CATERING

Are you using Baylor Dining Services to help cater this event? ____ Yes ____ No ____ N/A

OUTSIDE CATERING

If you are not selecting Baylor Dining Services and plan on using outside caterers, you must select from the Approved University Caterers website:

<http://www.baylor.edu/cem/index.php?id=66891>

What approved caterer will be catering for this event? _____ N/A ____

YOUR FOOD PLANS

Will you be providing food at this event? ____ Yes ____ No

Will you be providing drinks at this event? ____ Yes ____ No

WHAT will you be serving? _____

WHO will be serving? _____

Approved Servers' Names: _____

HOW will it be prepared? _____

-All events have risks. On pages 7-13, please complete each section that applies to your event, or mark the section(s) with an N/A. Vendors may not be listed in the rightmost column; event planners should assign a person to own each risk mentioned.

IF NO PERSON'S NAME RESPONSIBLE FOR ACTION IS LISTED, THEN THE EVENT PLANNERS ON THIS FORM ASSUME ALL RESPONSIBILITY.

Outdoor Stage

If your event involves an outdoor stage, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. Collapse	1. Assembled by insured professionals and no Baylor student labor
2. Lightning strike	2. Monitor weather consistently for lightning activity and empty the stage area when lightning is detected in the area.
3. Trip Hazards	3. All cables for sound, lights, etc, are staked/taped down or covered with "yellow jackets"

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Collapse	1.	1.
2. Lightning strike	2.	2.
3. Trip Hazards	3.	3.
4. Other:	4.	4.

Generator Use

If your event involves a generator, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. Trip Hazards	1. All cables for sound, lights, etc, are staked/taped down or covered with "yellow jackets"
2. Struck by Hazard	2. If generator is on a trailer, the trailer must be completely off of walkways
3. Damage/Injury due to Equipment failure	3. The required Certificate of Insurance and Contract has been submitted to Risk Management

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Trip Hazards	1.	1.
2. Struck by Hazard	2.	2.
3. Damage/Injury Due to Failure of Equipment	3.	3.
4. Other:	4.	4.

Food

If your event involves food, please list the steps you have taken to reduce risk.	
Risks	Controls
1. County Health Dept. Fines or Shuts Down Booth	1. Obtain proper permits for food handling (709-9996)
2. Violation of Baylor or Vendor Policy	2. Only use approved caterers; Dr Pepper products only; http://www.baylor.edu/cem/index.php?id=66891
3. Food Borne Illness	3. Properly prepare food; maintain hot foods hot and cold foods cold
4. Choking	4. Have CPR/First Aid trained staff at the event

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	Person's Name Responsible for Action
1. County Health Dept. Fines/Shut Down of Booth	1.	1.
2. Violation of Baylor/Vendor Policy	2.	2.
3. Food Borne Illness	3.	3.
4. Choking	4.	4.
5. Other:	5.	5.

Cook-Offs and Outdoor Cooking

If your event involves cook-offs and outdoor cooking, please list the steps taken to reduce risk.	
Risks	Controls
1. County Health Dept.	1. Obtain proper permits for food handling (709-9996)
2. Improperly Cooked Foods	2. Only food judges are allowed to sample or eat food in cook-offs
3. Burn Injuries	3. Cooking staff wears appropriate protection on hands and body, no accelerants are used to start the fire, grills are separated from participants by a barrier to prevent contact with hot items
4. Grass Fire	4. Do not empty the coals on the ground. Fire extinguisher is within reach

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	Person's Name Responsible for Action
1. County Health Dept. Fines/Shut Down of Booth	1.	1.
2. Improperly cooked foods	2.	2.
3. Burn Injuries	3.	3.
4. Grass Fire	4.	4.
5. Other:	5.	5.

Tents

If your event involves a tent, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. Fines from City	1. 48 hours prior to event, call DIGSAFE at 811 for digging approval if event is on Fountain Mall. Tents over 200 square feet will be properly permitted with the City of Waco 750-1756.
2. Grounds	2. Stakes smaller than 16" in length do not need approval from DIGSAFE for locations other than Fountain Mall.
3. Trip Hazard	3. All stakes will be covered by cones or yellow tennis balls.
4. Damage/Injury Due to Failure of Equipment	4. The required Certificate of Insurance and Contract has been submitted to Risk Management by the tent vendor.

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Trip Hazard	1.	1.
2. Grounds	2.	2.
3. Fines from City	3.	3.
4. Damage/Injury	4.	4.
5. Other:	5.	5.

Animals

If your event involves animals, please list the steps you have taken to reduce risks and the name of the person assigned to own that risks. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. Animals Causing Harm	1. Follow Pets On-Campus Animal Policy http://www.baylor.edu/content/services/document.php/107479.pdf
2. Damage to Property	2. The required Certificate of Insurance and Contract has been submitted to Risk Management from the vendor

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Animals Harming Others	1.	1.
2. Damage to Property	2.	2.
3. Other:	3.	3.

Events Involving Physical Activity

If your event involves any type of physical activity, such as a walk, race, game, competition, or sporting event, list the steps you have taken to reduce risks and write the name of the person assigned to own that risk in the right column.
This is not a list of all potential risks.

<u>Risks</u>	<u>Controls</u>
1. Trips/Falls	1. Thoroughly inspect grounds before event and mark hazards; clean up grounds after event
2. Hit by Vehicle	2. Route(s) of race(s) should be well-marked. Intersections should be controlled by police officers. Group setting up the course should not stop in roadway to place course markers
3. Damage to Property	3. Do not use spray paint on surfaces to mark course direction. Remove all signage after the event
4. Dehydration	4. Provide water
5. Medical Issues	5. Provide trained medical personnel to respond
6. Claims Against the Group and/or Baylor	6. Properly drafted releases should be signed by the participant(s) if the Office of General Council requires it
7. Weather Related Injuries	7. Monitor weather to make a cancellation call for lightning and other severe weather

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Trips/Falls	1.	1.
2. Hit by Vehicle	2.	2.
3. Damage to Property	3.	3.
4. Dehydration	4.	4.
5. Medical Issues	5.	5.
6. Claims Against the Group and/or Baylor	6.	6.
7. Weather Related Injuries	7.	7.
8. Other:	8.	8.

Inflatables

If your event involves an inflatable, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. Fines to City	1. 48 hours prior to event, call DIGSAFE at 811 for stake-digging approval for events on Fountain Mall.
2. Injury to Participant	2. Inflatable is staffed to monitor proper behavior and capacity during use. Inflatable is properly secured to the ground by professional staff.
3. Trip Hazards Around Inflatables	3. Stakes smaller than 16" in length do not require DIGSAFE approval for events in locations other than Fountain Mall. All stakes will be covered by cones or yellow tennis balls.
4. Damage/Injury Due to Failure of Equipment	4. The required Certificate of Insurance and Contract has been submitted to Risk Management. The inflatable is inspected by vendor prior to the event.
5. Inclement Weather	5. Event coordinator has participants evacuate the inflatable until the weather event is over

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. Injury to Participant	1.	1.
2. High Winds	2.	2.
3. Trip Hazards Around Inflatable	3.	3.
4. Damage/Injury Due to Failure of Equipment	4.	4.
5. Inclement Weather	5.	5.
6. Other:	6.	6.

Minors

If your event involves minors, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.	
<u>Risks</u>	<u>Controls</u>
1. No Parental Permission	1. Properly drafted release forms required by the Office of General Counsel should be signed by a parent or legal guardian.
2. Event Planners are not trained on protocols with minors	2. Event Planners take Training Course on Minors prior to the event if required.

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	<u>Person's Name Responsible for Action</u>
1. No Parental Permission	1.	1.
2. Event Planners are not trained on protocols with minors	2.	2.
3. Other:	3.	3.

Wrecked Cars—Car Bashing Event

If your event involves an intentionally wrecked car, such as with car bashing, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.

<u>Risks</u>	<u>Controls</u>
Injuries	Follow all of the requirements from Risk Management concerning proper clothing and car parts and items that must be removed before coming to campus
	1. All fluids need to be drained from the car (gasoline, transmission, crankcase, radiator, etc.)
	2. The gas tank should be removed
	3. The battery should be removed
	4. All glass should be removed
	5. No participants are allowed to stand on any part of the vehicle
	6. Eye protective wear is required
	7. Closed toe shoes should be worn by participants
	8. Adequate clean-up is expected after the event
	9. The tool used for possible bashing cannot have any loose parts
	10. Adequate barriers must be placed around the vehicle
	11. Orange construction fencing needs to surround the car
	12. A “walk-thru” with EHS must be scheduled before this event occurs

	To Be Completed by Event Planner: <u>STEPS YOU HAVE TAKEN</u>	<u>Person’s Name Responsible for Action</u>
1. Injuries	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.
	6.	6.
	7.	7.
	8.	8.
	9.	9.
	10.	10.
	11.	11.
	12.	12.
2. Other:	13.	13.

Fire

<p>If your event involves fire, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks. <i>Contact the Baylor Police Department concerning use of open flames, or outdoor burning.</i></p>	
<u>Risks</u>	<u>Controls</u>
1. Unapproved Fires	1. Receive approval from the Office of Risk Management and follow all guidelines given; <i>without approval from Baylor PD and City of Waco FD, open flames or outdoor burning is not permitted</i>
2. Burn Injuries	2. The required Certificate of Insurance and Contract has been submitted to Risk Management from vendors using fire. Properly drafted releases should be signed by the participants if needed
3. Lose Control of Fire	3. Fire extinguisher is within reach. No accelerants are used to start the fire

	To Be Completed by Event Planner: <u>STEPS YOU HAVE TAKEN</u>	<u>Person's Name</u> <u>Responsible for Action</u>
1. Unapproved Fires	1.	1.
2. Burn Injuries	2.	2.
3. Lose Control of Fire	3.	3.
4. Other:	4.	4.

Chemicals

<p>If your event involves chemicals, please list the steps you have taken to reduce risks and the name of the person assigned to own that risk. This is not a list of all potential risks.</p>	
<u>Risks</u>	<u>Controls</u>
1. Injuries	1. Follow all of the requirements provided to you from Risk Management concerning the handling of the chemicals to the proper clothing to wear

	To Be Completed by Event Planner: <u>STEPS YOU HAVE TAKEN</u>	<u>Person's Name</u> <u>Responsible for Action</u>
1. Injuries	1.	1.
2. Other:	2.	2.

The chart below is provided to list any **additional** risks that may be involved with your event that were not mentioned on pages 7-13.

	To Be Completed by Event Planner: STEPS YOU HAVE TAKEN	
<u>Risks</u>	<u>Controls</u>	<u>Person's Name Responsible for Action</u>
	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.
	6.	6.
	7.	7.

Your Next Steps:

1. Check your email daily for further instructions with this event.
 - You may need to present it to the Special Events Committee.
 - You may receive email from the Office of General Counsel concerning participants signing a release form before participating.
2. Draw a diagram of your event set-up on the back of this form showing your plans to locate inflatables, food, grills, etc.
3. Print off two copies this form. Keep one for your records.
4. Sign one copy. (No Digital Signatures)
5. Fax the signed form to 710-6256 or deliver it to the office of Risk Management.

Your signature below reflects your understanding of the requirements and expectations of planners for this event. Any changes in your plans must be reported to our office and approved prior to the event.

Signature (Digital Not Accepted)

Printed Name

Date