

BAYLOR

UNIVERSITY

File # _____

For office use only

SPECIAL EVENTS REQUEST FORM

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 at Sid Richardson, Suite 229, or fax to 710-6256. Call 710-7679 or 710-4048 for help.

*If more space is needed with this request, please add an attachment.

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 _____

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: _____

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:

Exact Location(s) of Event: _____

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

If your event includes a major-production (concerts), inflatables, grills, tents, or any type of open flame, you need to call 710-7211 and schedule a walk-through as you are setting up the event.

Is a Walk-Through Needed? Yes No Time: _____

If this is an outdoor event, what are your plans for inclement weather? _____

When will the weather decision be made? _____

BAYLOR

UNIVERSITY

PARTICIPANTS / SPECTATORS

Anticipated Number of Participants: _____

Anticipated Number of Spectators: _____

Any Minors Participating? ____ Yes ____ No

Any Non-Baylor Participants? ____ Yes ____ No

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

BAYLOR

U N I V E R S I T Y

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

(Check all that apply.)

___ Crowd control

___ Traffic control

___ Parking

___ Reserved Parking Needed

SPECIAL NOTE: TENTS AND CANOPIES PERMIT

Tents and canopies 200 square feet and larger must obtain a permit from the city of Waco. One stipulation to obtain a permit is to have one or more state certified fire extinguishers on site. All city guidelines must be followed or you could be asked to close down your event.

City of Waco (Permits) 750-1756

<http://www.waco-texas.com/userfiles/cms-parksandrecreation/file/Fire-Marshal-tent-permit-ap.pdf>

BAYLOR

UNIVERSITY

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

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

1. Before selecting a vendor, share all of Baylor's insurance requirements with them mentioned below in the Insurance Section.
2. Companies/Vendors are required to show Baylor their proof of insurance or Certificate of Insurance.
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 list the specific event name, date of event, and Baylor's Name and address.
5. The Director of Insurance and Contract Services must approve the Certificates of Insurance from all vendors.

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.	

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>

BAYLOR

UNIVERSITY

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
Facilities Management	710-8200	Don Bagby
Baylor Police Department	710-2222	Chief Jim Doak
Facilities/Classroom Planner	710-8534	Lois Ferguson
Athletic Facilities	710-3035	Tom Hill
Risk Mgt./ Insurance/Vendors/Contracts	710-8985	Evelyn Miller
Baylor Dining Services	710-7380	Brett Perlowski
Facility Services	710-1361	Ken Pollard
Office of General Counsel	710-3821	Kit Riehl
Fire & Occupational Safety Coordinator	710-7211	Chris Sutherlun
Parking Services	710-3804	
City of Waco (Permits)	750-1756	

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

BAYLOR

UNIVERSITY

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. (750-5464)

- ✓ Temporary Food Establishment Permit Application
- ✓ Temporary Food and Beverage Permit and Compliance Requirements
- ✓ Temporary Food Service Requirements Checklist

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? _____

How will it be prepared? _____

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UNIVERSITY

ASSESSING RISKS FOR THIS EVENT

All events have risks. Study the examples below to create your own risks that fit your event. Filling this section out is mandatory to the processing of your event. This section is not optional.

<u>Anticipated Risks with this Event</u> (Personal Injury or Property Damage)	<u>Plans to Minimize Risks</u> (Personal Injury or Property Damage)
Ex. Falls, trips, and injuries	Ex. Thoroughly inspect event location and grounds prior to event; cover tent stakes with orange cones; constantly monitor all activities
Ex. Electrical shock	Ex. Plan to cancel the outdoor event with inclement weather
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

YOUR NEXT STEPS

1. Daily check your e-mail for further instructions. You may need to present your event to the Special Events Committee.
2. Daily check your e-mail for further instructions. You may receive an email from the Office of General Counsel concerning signing release waivers; carefully follow their directions.

DIAGRAM OF YOUR EVENT IS NEEDED ON THE BACK OF THIS FORM

Draw a diagram of your event with your specific set-up plans on the back of this sheet, or attach a separate page to the back of this form. (Ex. Include inflatable locations, grills, etc.)

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

Print off this form, sign it, and fax it to our office at 710-6256 or hand deliver it to Sid Richardson, Suite 229.

Signature

Printed Name

Date