

8.6 SPECIAL EVENTS

PURPOSE:

The purpose of this section is to ensure that all Special Events on campus are planned efficiently and accomplished safely in a manner which reasonably protects Baylor University and event participants.

SCOPE:

Special Events are defined as any event which involves outside vendors, large numbers of non-Baylor participants, or impacts multiple Baylor resources and departments. These events could be initiated by any enrolled student, faculty member, staff member, or any other individual, campus organization, partnership, association, or corporation desiring to use campus facilities. This policy does not apply to weekly meetings of Baylor student organizations or academic activities such as conferences or lectures.

Proof of insurance coverage, which may include general liability, workmen's compensation, and automobile, is required for all Special Events. If this coverage is not already available, a temporary policy may be purchased from BeneMarc through URMIA (University Risk Management and Insurance Association) by calling Risk Management at (254) 710-8985.

PROCEDURES:

A. Submittal of *Special Events Request Form*

This form is available on the Risk Management-Risk Services-Special Events web page. The event coordinator fills out the form as completely as possible and submits it to the Department of Risk Management. This submittal must occur no later than **30 days prior to the event**.

B. Special Events Committee

This committee ensures appropriate contracts and insurance coverages are in place and all requested event needs can be met. The committee also looks at the coordination of all required University departments and resources to assure a successful event including, but not limited to, traffic control, parking, and coordination with other events on campus.

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Upon receipt of the submitted *Special Events Request Form* and at the discretion of the Assistant Vice President and Chief Risk Management Officer , this committee may convene along with the event coordinator, to discuss the event and how best to fill the needs of the event. This committee is comprised of a representative from the following departments:

- Athletics
- Baylor Event Services
- Baylor Police Department
- Campus Services
- Facilities Use & Solicitation
- Dinning Services
- Development
- Event and Technology Services
- Finance and Administration
- Facility Services
- Facilities Space Allocation
- General Counsel
- Host Services
- Risk Management
- Student Life

If the event criteria meet with the approval of the committee, Risk Management will inform the event coordinator(s) of the committee’s decision(s) and work with them to provide a safe and efficiently coordinated event.

Formulated: 8/1/2006

Reviewed: 9/23/2008

Revised: 2/7/2011

[Signature on File] _____
Warren A. Ricks, CRM
Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

Date

[Signature on File] _____
Charles D. Beckenhauer
General Counsel

Date

[Signature on File] _____
Dr. Reagan Ramsower
Vice President for Finance and Administration

Date