

Third Party Run/Walk Check List – OUHSC Campus

Please note it is the responsibility of the person/department/group hosting the event to gather the required information; contact the identified individuals, as applicable, for assistance; and submit all information to the OUHSC Office of Enterprise Risk Management (ERM) within the guidelines listed below. Failure to do so may result in your event being canceled or rescheduled. Masking is mandatory in patient-care areas and is strongly encouraged in all other OUHSC facilities. For the most up-to-date information related to the University's COVID-19 Safety Protocols, please refer to <https://www.ouhsc.edu/coronavirus>.

1. Notification of Event:

- **Minimum of 3 months** advance notice is strongly recommended
- Contact the **OUHSC ERM Office** at 405-271-3287 or risk-management@ouhsc.edu and provide the following:
 - Proposed date(s) and time
 - Location
 - Purpose
 - Number of anticipated participants
 - Description of pre-event and post-event activities
 - Will alcohol be served at this event? (if yes, please see Section 4)
- ERM will submit your information to the Provost's Office for approval
- **Following CDC guidelines, the University recommends COVID-19 vaccination for everyone eligible. Vaccines are available throughout the community, at no cost.**

****Understanding that your proposed date may conflict with other scheduled University activities, it is recommended that you have an alternative date for this event in mind.****

2. Special Events Permit from the City of Oklahoma City

- Information and permit can be obtained at <https://www.okc.gov/government/special-event-permits>
- Residents and businesses abutting the event site **MUST** be notified, per OKC permit rules
 - For OUHSC facilities coordinator contact information, please contact Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
- Send copy of completed and submitted permit to ERM **at least one month prior to event**
- Minimum Insurance Requirements: \$1Million General Liability per Occurrence
 - Provide ERM a copy of your certificate of insurance **at least one month prior to event**

3. Route & Map of the Race

- Discuss Route Plan with OUHSC's Director of Emergency Preparedness
 - Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
- Include any and all routes
- Indicate start and finish locations
- **Avoid areas of ingress/egress to clinics/hospitals and parking lots of clinics/hospitals**

4. Required Law Enforcement Presence for Event

- Contact OUHSC Police Department:
 - Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
 - Captain Richard Adams (405-271-3211, Richard-Adams@ouhsc.edu)
- Determine number of intersections that need traffic control, and number of officers needed for event
- Request officers for event **at least 2 weeks in advance**
 - <https://www.ouhsc.edu/police/Resources-Links/Request-Police-Services-for-Special-Events>
- **Requests for Alcohol at an event: Requires Law Enforcement Presence**
 - Review Making Alcohol Arrangements paperwork at <https://students.ouhsc.edu/Portals/1063/Assets/MakingArrangementsForAlcohol2019REV.pdf>
 - Determine and submit Alcohol Service Permission Request letter to the appropriate office for the location of the event
 - Contact OUHSC PD to submit a separate request for law enforcement presence at the event.
- Determine approximated cost for all required OUHSC law enforcement presence
- Determine if OKC PD presence is necessary

5. Event Parking

- Work with OUHSC's Parking and Transportation to determine parking location availability and cost
- A Facilities Use Agreement will need to be executed. See Section 6 for more information
- Contact:
 - Brian Wilburn (405-271-3685, Brian-Wilburn@ouhsc.edu)
 - Doug Myers (405-271-3685, Douglas-Myers@ouhsc.edu)

6. Facilities Use Agreement

- Required for the use of any OUHSC facility (i.e. Parking Lots, Student Union, Soccer Fields, Bird Library, Stephenson Cancer Center, etc.) by a third party for any non-University sponsored activity
 - There may be fees associated with facility use
- If you are unsure of the correct contacts regarding use of facilities, please contact ERM
- The University recommends masking for all unvaccinated individuals when inside general facilities. However, masking is required in patient-facing OU Facilities, or Facilities where the primary function is patient care, as well as inside Transit buses as federally mandated.

7. University Release of Liability Forms

- All releases must name and release the **Board of Regents of the University of Oklahoma**
- Release may include more than one activity
 - Separate release(s) may also be made available the day of the event near these activities
- Prior to the event, provide a copy of the release language to ERM and Legal Counsel to review
 - Email risk-management@ouhsc.edu

8. Minors on Campus Guidelines

- Third Party Event planners should be aware of OUHSC's Minors on Campus Policy (<https://risk.ouhsc.edu/Minors-on-Campus>)
- If this event is marketed toward minors, or if there is a potential for minors to be present during this event, the Minors on Campus Policy and certain MOC forms will apply
 - Complete a Minors on Campus Event Request form at <http://risk.ouhsc.edu/Minors-On-Campus>
- For events open to the public, in which minors may attend, it is recommended to post the below **Minors on Campus Guidelines for Visitors** during the event (i.e. restrooms, food areas, activity areas)
 - **The parent or guardian should provide line of sight supervision of minors at all times.**
 - **A parent or guardian must assure that minors are not disruptive to others.**
 - **Parent or guardian must not leave minors unattended, including at athletic events or other University activities.**
 - **Minors are not allowed in High Risk Areas.**

9. Food Trucks

- All Food Truck Vendors are encouraged to wear a mask and comply with CDC guidelines
 - Hand sanitizer must be available for Food Truck guests
 - Individuals attending the event should comply with CDC Guidelines regarding masking
- Ensure inspections of all food trucks by the OUHSC's Fire Code official, Lee Noll
 - Contact Lee Noll (405-271-5522 x47427, Lee-Noll@ouhsc.edu)
- Complete The City of Oklahoma City's Block Party Application
 - See link for application procedure and other required forms:
<https://www.okc.gov/Home/ShowDocument?id=2944>
 - Application Deadline is 30 days prior to event
 - Vendor List Deadline is 10 days prior to event
- If truck will be parked in University parking area, contact OUHSC's Parking and Transportation to determine which parking location is available and any costs associated. See contact information listed in Section 5

****Provide all requested event information to the OUHSC Office of Enterprise Risk Management****

****Please sign and return the Acknowledgement Form on Page 3 within 7 days of receiving this checklist.****

Acknowledgement Form

I have read and acknowledge the above Requirements and agree to abide by all Requirements. I understand that it is my responsibility to gather the requested and required information and to submit all information to the Office of Enterprise Risk Management (ERM) at least one week out from the scheduled event date. Failure to do so may result in this event being cancelled or rescheduled.

Event Coordinator Signature:

Date:

Event Coordinator Printed Name:

Event Coordinator Email:

Event Coordinator Phone Number: