

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.

1. Notification of Event:

- Use Events Request Button on OUHSC Office of Enterprise Risk Management webpage (<https://risk.ouhsc.edu/HSC-Special-Events>)
- **Minimum of 3 months** advance notice is strongly recommended
- ERM will submit your information to the Provost's Office for approval

****Understanding that your proposed date may conflict with other schedule 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 coordinators' contact information, 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

- Notification to the OUHSC PD is required. Contact Deputy Chief Terry Schofield (405-271-6463, Terry-Schofield@ouhsc.edu) and Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
- Determine number of intersections that need traffic control, and number of officers needed.
- 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://risk.ouhsc.edu/Portals/1278/Assets/documents/MakingArrangementsForAlcohol.2023.pdf?ver=hhVf6h5SGHJm2vGf8GIMVQ%3d%3d>
 - 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
 - Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
 - Captain Richard Adams (405-271-3211, Richard-Adams@ouhsc.edu)
- 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

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
- At least one week prior to the event, provide a copy of the release language to ERM and Legal Counsel to review
 - Email hscevents@ouhsc.edu

8. Youth Protection Policy

- If this event is marketed toward youths, or if there is a potential for youths to be present during this event, the Youth Protection Policy will apply
- If this event is marketed toward youths, report your event at <https://risk.ouhsc.edu/Youth-Protection>
- If this is a public event, in which youths may be present, it is recommended to post the below **Youth Protection Guidelines for Visitors** during the event (i.e. restrooms, food areas, activity areas)
 - **The parent or guardian should provide line of sight supervision of youths at all times**
 - **A parent or guardian must assure that youths are not disruptive to others**
 - **Parent or guardian must not leave youths unattended, including at athletic events or other University activities**
 - **Youths are not allowed in High Risk Areas**

9. Food Trucks

- OUHSC Food Truck Guidelines established by the University's Fire Code Official will apply
 - Guidelines can be found at <https://risk.ouhsc.edu/HSC-Special-Events>
- In accordance with these guidelines, all Food Truck vendors must maintain and provide proof of General Liability.
- Insurance with minimum insurance limits of \$1 million per occurrence/aggregate and Auto Liability Insurance with minimum insurance requirements of \$1 million combined single limit
 - Event Coordinator must submit to HSC ERM the Certificates of Insurance (COI) from the vendor(s)
- Schedule inspections of all food trucks with the OUHSC Fire Code Official, Lee Noll
 - Contact Lee Noll (405-271-5522 x47427, Lee-Noll@ouhsc.edu)
- If the truck will be parked on a city street, 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 costs associated. See contact information listed in Section 5

****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: