

# OUHSC Sponsored Special Events Check List & Requirements

**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-Events>)
- **Minimum of 30 days** advance notice is strongly recommended
- ERM may submit your information to the Provost's Office
- If you will be using marketing materials to promote this event, contact the Department of Marketing & Communication at 405-325-1701 to ensure it meets their requirements and to gain approval. Promotional use of the OUHSC name & identifying marks must be approved by the Office of Trademark Licensing (405-325-8547)

**\*\*Understanding that your proposed date may conflict with other scheduled University activities, it is recommended that you provide an alternative date.**

## **2. OUHSC Campus Police**

- Notification to the OUHSC PD is required. Contact Deputy Chief Terry Schofield (405-271-6463, [Terry-Schofield@ouhsc.edu](mailto:Terry-Schofield@ouhsc.edu)) and Captain Dalton Jackson (405-271-6963, [Dalton-Jackson@ouhsc.edu](mailto:Dalton-Jackson@ouhsc.edu))
- 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](mailto:Dalton-Jackson@ouhsc.edu))
    - Captain Richard Adams (405-271-3211, [Richard-Adams@ouhsc.edu](mailto:Richard-Adams@ouhsc.edu))
- Determine approximated cost for all required law enforcement

## **3. Event Parking**

- Work with OUHSC's Parking and Transportation to determine parking location availability.
- Contact:
  - Brian Wilburn (405-271-3685, [Brian-Wilburn@ouhsc.edu](mailto:Brian-Wilburn@ouhsc.edu))
  - Doug Myers (405-271-3685, [Douglas-Myers@ouhsc.edu](mailto:Douglas-Myers@ouhsc.edu))

## **4. University Release of Liability Forms**

- Contact ERM for a copy of the University Release form if you do not have one
  - The release can be tailored to your event
- Release 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 use, provide a copy of the release language to ERM and Legal Counsel (Whitney Guild) to review
  - Email both [hscevents@ouhsc.edu](mailto:hscevents@ouhsc.edu) and [Whitney-Guild@ouhsc.edu](mailto:Whitney-Guild@ouhsc.edu)
- Release of Liability Forms must be completed by all participants **prior to the event**
  - Keep all completed forms

## 5. 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**

## 6. Food Truck Protocols

- Must follow OUHSC Food Truck Guidelines established by the University's Fire Code Official
  - 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)
- 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](mailto: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 3

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

## **Acknowledgement**

*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:***