

# Third Party Sponsored Special Events 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 30 days** advance notice is strongly recommended
- ERM may submit your information to the Provost's Office

***\*\*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. 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 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](mailto:Brian-Wilburn@ouhsc.edu))
  - Doug Myers (405-271-3685, [Douglas-Myers@ouhsc.edu](mailto:Douglas-Myers@ouhsc.edu))

## **4. 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

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

- All releases must name and release the **Board of Regents of the University of Oklahoma**
- Releases may include more than one activity
  - Separate releases may also be made available the day of the event near those activities
- At least one week prior to the event, provide a copy of the release language for ERM and Legal Counsel to review
  - Email [hscevents@ouhsc.edu](mailto:hscevents@ouhsc.edu)

## 6. Youth Protection Policy

- If this event is marketed toward youths, or if there is a potential for minors 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**

## 7. 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 and Auto Insurance with limits as set by the Office of Enterprise Risk Management.
  - Event Coordinator must advise the Food Truck Vendor to complete the form online at <https://risk.ouhsc.edu/HSC-Special-Events> in order to provide the Certificates of Insurance (COI).
- 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.\*\***

## Third party sponsored event 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.*

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***Event Coordinator Signature:***

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***Date:***

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***Event Coordinator Printed Name:***

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***Event Coordinator Email:***

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***Event Coordinator Phone Number:***