



## Special Event Safety Compliance

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When planning a special event, there are many things that one must think about to ensure safety for everyone involved. In general a special event:

- Is nonroutine.
- Places a strain on University resources.
- Requires additional planning, preparation, mitigation, or policy/permit compliance.

The following is an overview of things that may be needed for your event:

### Facility Reservation Request

- Reservation process completed online at <http://www.csustan.edu/mainpage/Calendars-of-Events/>

### Special Event Safety Plan (SESP)

- A form that must be submitted to Safety & Risk Management at least 30 calendar days prior to the event start date to include a layout diagram of the event set-up and any promotional material
- The SESP form is required for all events that include:
  - live animals
  - children
  - physical activity (inflatable games, dunk booth, amusement rides, vehicles, carnival games)
  - planned controversial presentations to large crowds
  - concerts
  - multiple vendors/exhibitors
  - sporting events not sponsored by Athletics or Intramurals (races, marathons, walk-a-thons, competitions)
  - political rallies, protests, marches or debates
  - festivals, fairs, exhibitions, carnivals, parades, conventions
  - single-day or multiple-day events/sites
  - off campus general public invited
  - any other nonroutine event

### Special Event Insurance

- Depending on the risk and liability associated with the event, Safety & Risk Management will advise of additional insurance requirements [\$\$]
- Events that serve alcohol must comply with the University policy and procedures for the Sale, Consumption, and Possession of Alcoholic Beverages; please read the policy thoroughly
  - Safety & Risk Management will route the event information for administrative approvals, according to the policy
  - Additional liability insurance may be required [\$\$]
  - Security by the University Police may be required [\$\$]

[\$\$] = There may be an additional cost or fee associated with this requirement.



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### **Consent and Release of Liability Form for Participants**

- Depending on the risk and liability associated with the event, Safety & Risk Management will advise if release of liability documents will be required by event participants
- Signed copies are maintained by the Safety & Risk Management office, after event is completed

### **First Aid Station**

- Depending on the risk and size of the event, Safety & Risk Management will advise of the minimum standards for the provision of first aid [\$\$]
- American Red Cross, Emergency Medical Technicians, and/or ambulance standby service may be required [\$\$]

### **State Fire Marshal Special Event Permit**

- The form must be submitted 14 calendar days prior to event start date and includes a layout diagram of the event site
- Depending on the risk and scope of the event, Safety & Risk Management will advise if this is required [\$\$]

**ALL FORMS MAY BE OBTAINED ONLINE AT <http://www.csustan.edu/RiskManagement/Documents.html>**

[\$\$] = There may be an additional cost or fee associated with this requirement.