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| MEETING/ACTIVITYMembers Only, No Suppliers Or Performers | ACTIVITYUniversity Community (Students/Faculty/Staff) Only, May Have Suppliers Or Performers | EVENTPublic Invited, Suppliers/Performers |
| 25 LIVE RESERVATION (minimum 3-days in advance most of campus) | **25 LIVE RESERVATION** (minimum 14-days in advance) | **25 LIVE RESERVATION** (minimum 14-days in advance) |
| FOOD REQUEST FORM* Potluck 3 days
* TFP (If not using campus dining) 10 days
 | **THIRD PARTY SUPPLIERS** (i.e performer, DJ, etc,) (minimum 21 days)* Performer Engagement Contract
* Vendor 204 Form
* Certificate of Insurance
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* Vendor 204 Form
* Certificate of Insurance
 |
|  | **OFF CAMPUS EVENT** (minimum 21 days)* Facilities Use Agreement
* Rental Agreement
* Vendor 204 Form
* Certificate of Insurance
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* Rental Agreement
* Vendor 204 Form
* Certificate of Insurance
 |
|  | **FACILITIES SERVICES WORK ORDER** (14 days)* Equipment and set up
* Custodial services
* Staffing
 | **FIRE MARSHAL PERMIT – IF APPLICABLE** (minimum 21 days in advance) |
|  | **FOOD REQUEST FORM*** Potluck 3 days
* TFP (If not using campus dining) 10 days
 | **ALCOHOL PERMISSION** – IF APPLICABLE (21 days) |
|  | **PARTICIPANT RELEASE OF LIABLITY – IF PHYSICAL ACTIVITY OR RISK OF HARM*** Will be provided by Safety & Risk Management
 | **IN-PERSON PLANNING MEETING WITH KEY UNIVERSITY DEPARTMENT STAFF**Attend SAFE meeting which is held weekly |
|  |  | **FACILITIES SERVICES WORK ORDER** (14 days)* Equipment and set up
* Custodial services
* Staffing
 |
|  |  | **FOOD REQUEST FORM*** Potluck 3 days
* TFP (If not using campus dining) 10 days
 |
|  |  | **PARTICIPANT RELEASE OF LIABLITY – IF PHYSICAL ACTIVITY OR RISK OF HARM*** Will be provided by Safety & Risk Management
 |
|   |  | **PROTECTION OF MINORS ASSESS** – if applicable |
|  |  | **ANIMAL CARE/USE ASSESS** – if applicable |

**\*NOTE\*** Days means calendar days