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| MEETING/ACTIVITY  Members Only, No Suppliers Or Performers | ACTIVITY  University Community (Students/Faculty/Staff) Only,  May Have Suppliers Or Performers | EVENT  Public 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 | **THIRD PARTY SUPPLIERS** (i.e performer, DJ, etc,) (minimum 21 days)   * Performer Engagement Contract * Vendor 204 Form * Certificate of Insurance |
|  | **OFF CAMPUS EVENT** (minimum 21 days)   * Facilities Use Agreement * Rental Agreement * Vendor 204 Form * Certificate of Insurance | **OFF CAMPUS EVENT** (minimum 21 days)   * Facilities Use Agreement * 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