

Checklist for Scheduling Events in Academic Buildings

1. **Establish the relationship between the parties involved to determine which agreement to use:**

Is this an agreement between **two WSU entities**? Use the Facilities Use - On-Campus Template

Is this an agreement where a **third party is renting** the space? Approved rental rates would apply

Is the third party required to provide **insurance**? WSU requires insurance for activities/events held on campus for non-WSU events. Refer to Insurance Requirements Matrix. Contact Risk Management.

If yes - Use the Facilities Use - Off-Campus Template - Insurance

If no - Use the Facilities Use - Off-Campus Template – No Insurance

Is this an arrangement where **WSU and a third party are partnering** to put on an event (includes co-sponsor relationships or third party allowed to use the space due to a relationship with the University)? Contact University Legal Counsel for assistance with Cooperation Agreement

Is this **use of space for the personal interest of the faculty member**? Example, faculty member desires to use space for external employment or consulting purposes? Consult with Dean and University Legal Counsel.

Is this an agreement for a third party to **film on campus**? Contact Allison Barlow-Hess

2. **Are minors involved?** Arrange for the appropriate supervision/chaperone ratios and background checks for volunteers (if needed). Refer to Minors on Campus (policy draft), Programs Involving Minors Registration Form (for programs organized by WSU programs for minors), Guidelines for events involving minors, Minors on Campus Training Brochure. Contact Risk Management.

3. **Are volunteers involved?** All University Volunteers must be registered. Volunteer registration can be found at this link <https://portalapps.weber.edu/Volunteers/SignUp.aspx> A volunteer job must be created through the eWeber portal under the Volunteer Services app. Contact HR

4. **What other services need to be arranged by the University?**

a. **Public Safety** – Coordinate with Police

b. **Parking** – Coordinate with Parking Services

c. **Use of outdoor spaces** (Outdoor spaces are managed by several departments) – Contact UB Scheduling for most of the outdoor areas, Stromberg Complex for all playing fields and lower quad, Parking for all parking lots, Dee Event Center for Athletics facilities, and Facilities Management for all other areas. Use of outdoor spaces for events and activities may require **Mass Gathering Application**

d. **Cleaning, irrigation, snow removal, etc.** – Contact Facilities Management

e. **Concerns about occupancy limits, hazardous materials, etc.** – Contact the Fire Marshal and EH&S

5. **Are there risky or dangerous activities involved? (physical activity involved, etc.)** – Contact Risk Management

6. **Fill in the contract template with WSU specific information (cost, services provided, times, contact information, facilities to be used, description of event, etc.)**

7. **University Legal Counsel** may be consulted at any time for assistance with a contract. If a third party asks for any changes to terms and conditions in the template, University Legal Counsel must be consulted.
8. **Both parties sign agreement.** The responsible dean must sign on behalf of the University.
9. **Will the event require food to be served? Campus food policy would apply.** Contact and make arrangements with University contracted food vendor (currently Sodexo)

Events Coordination Committee: This committee meets on a monthly basis to review and coordinate events taking place at WSU. Please feel free to reach out to this committee (Dane/Abel) for assistance in the coordination of events in your colleges/departments.

Below are contacts that are available to help you have a successful event:

Legal – Stephanie Hollist ext. 7323 sbell@weber.edu

Risk Management – Abel Mkina ext. 6832 amkina@weber.edu

Police – Dane LeBlanc ext. 8003 dleblanc@weber.edu

Parking Services – Crystal Taylor ext. 7801 ctaylor7@weber.edu

Facilities Management: Ext. 6331

Fire Marshal – Steve Ford ext. 7062 steveford@weber.edu

Environmental Health & Safety – Richard Sandau ext. 8004 rsandau@weber.edu

Human Resources – Tricia Aragon ext. 6032

University Communications – Allison Barlow-Hess ext. 7948 ahess@weber.edu