



# Temporary Mass Gathering Permit Application

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Mass gathering means an actual or reasonably anticipated assembly of 500 or more people, which continues or can reasonably be expected to continue for two or more hours per day, at a site (venue) for a purpose different from the designed use and usual type of occupancy. A temporary mass gathering does not include an assembly of people at a location with permanent facilities designed for that specific assembly, unless the designed occupancy levels are exceeded.

The Temporary Mass Gathering Permit Application must be submitted at least 30 days prior to the first day of the gathering to avoid postponement or cancellation of the event. Your application will be reviewed by the WSU Police Department, Fire Marshall, Parking Services, Facilities Management, the site manager and additional university areas if needed. Approval or denial of your application will be indicated to you following review.

## Event Information

Name of Gathering:

Location of Gathering:

Date of Operation:

Start time of Operation:

End time of Operation:

Type of Gathering (fair, walk/run, parade, concert, etc.):

Total number of attendees expected:

Expected peak crowd each day:

Estimated length of stay for peak crowd:

## Gathering Operator Information

Name:

Email address:

Phone Number:

Address:

List any additional operator contacts and phone numbers:

## **Facility Manager Information**

Contact for the venue/facility at your event

Name:

Email address:

Phone Number:

Address:

## **Solid Waste Management**

Company contacted for solid waste:

Contact Person:

Email address:

Phone Number:

Address:

List the number and type of waste containers to be provided (dumpsters, trash cans, etc.):

Who will be responsible to ensure that the waste containers are in proper locations (including near the hand wash/restroom areas and drinking water stations) and that the containers are emptied as needed during the gathering?

Who is responsible for site clean-up during and after the gathering?

## **Site Maintenance**

In addition to submitting this application, please contact WSU Facilities Management at 801-626-6331 to talk through the site maintenance and the cost for requests you may need (tables, trash cans, watering times, etc.)

Who will be responsible to ensure any buildings or structures to be used on the gathering site are safe, clean, in good repair, and vermin free?

Will overnight parking of recreational vehicles or camping be allowed at the gathering site?

Yes                      No

Does the gathering site have surface drainage issues?

Yes                      No

If yes to the previous question, briefly explain how flooding or water related nuisances on adjoining properties will be prevented:

How will entrances, exits, first aid stations, restrooms, free drinking water, and the operator's headquarters be identified for gathering attendees?

Will the gathering be held before or after daylight hours?

Yes                      No

If yes to the previous question, please provide a plan for additional lighting:

Will animals be present at the gathering?

Yes                      No

If yes to the previous question, list the types of animals and how the animals will be involved:

Who will be responsible to clean up animal waste during and after the gathering?

How will nuisances, health hazard, or insanitary conditions that develop during the gathering be handled?

## **Law Enforcement Services**

A written agreement for law enforcement services is required. Please attach a description of your event and the activities taking place. This will help with your approval process and assigning public safety for your event.

## Emergency Medical Care

Number of first aid stations to be provided (one is required, more may be necessary):

*All first aid stations must be clearly marked and staffed by appropriate personnel.*

Will emergency vehicles be present?

Yes

No

If yes to the previous question, list the type of vehicle(s):

*If an ambulance or fire truck is used as a first aid station, an additional stationary first aid stations must be present in the event the vehicles are called off-site.*

At least two state-licensed or certified medical providers (18 years or older) shall be present to staff each first aid station. These providers must either be emergency medical technicians, paramedics, nurses, physician's assistants, or medical doctors. How many providers are planned? What are their qualifications?

## Food Protection

How many food booths are planned? Please include a list of expected food vendors.

*Food booths shall not be allowed to set up or operate at the gathering until permits are in place.*

Food Booth Coordinator:

Email address:

Phone Number:

Address:

Please list any additional food booth coordinator contacts and phone #'s (daytime and evening):

Will electricity be available? Please list the source(s) (Generator, power pole, extension cords, etc.):

## Drinking Water

All drinking water must be from a state-approved safe drinking water supply. Garden hoses or nonfood grade hoses and unapproved wells or pumps are not allowed to be used for drinking water.

How many free drinking water stations will be provided?

*At least 4 stations are required*

How will the free drinking water be presented to attendees (Coolers with cups, bottled, etc.)?

If water in coolers is provided, please detail how the coolers will be cleaned, the source of the water, and how the coolers will be filled:

Who is responsible to restock the paper cups?

Will there be activities involving water (Misters, swimming pools, etc.)?

Yes

No

If yes to the previous question, please list the activities planned and where the water for these activities will come from:

*The water must be from an approved safe drinking water supply*

## Hazardous Conditions

What contingency plan is in place for dangerous conditions that may arise during the gathering (Tripping hazards, weather, evacuation, cancellation or delay of the gathering, etc.)?

In the case of inclement weather, do you have a contingency plan? If so, please describe (ways to contact potential audience, plan B location, timeframe to make a call for cancellation or reschedule, etc.):

## Waste Disposal

Toilet facilities must be within 300 feet of spectator areas and at least 100 feet away from food service areas. How many permanent restrooms are available (men, women, and ADA)?

How many portable toilets are planned (5% of the total number of toilets must be ADA)?

*Additional toilet facilities may be required based on the peak crowd size.*

Will alcohol be served?

Yes

No

*If yes, the number of toilets must be increased by 40%.*

How many hand wash stations are planned for the portable toilets? (Hand sanitizer may not be used in place of a hand washing station.)

*A hand wash station with running water, soap, and paper towels must be provided adjacent to each bank of portable toilets and at a minimum rate of one hand wash station per 10 portable toilets or portion of 10 portable toilets.*

Who will be responsible to maintain toilet paper, paper towels, and soap in the restrooms?

*A waste container must be placed next to each portable hand wash station for paper towel disposal.*

Contact contracted for liquid waste:

Email address:

Phone Number:

Address:

## Site Map

Please attach a map of the gathering location with the following detailed information:

Total area to be impacted by the gathering and adjoining properties

Designated parking areas for patrons

Location of entrance, exit, interior roadways and walkways

Location of restroom facilities

Location of free water stations labeled with the type (bottled, cooler/cups, permanent drinking fountain, pumps, wells, etc.)

Location of portable hand washing stations

Location of food stands

Location of operator's headquarters/information booth

Location of the first aid station. Please note if emergency vehicles will be present and where they will be located.

Location of permanent structures (buildings, bowery, fields, etc.)

## **Terms of Understanding**

### **Sanitation**

By agreeing below, I understand that the Weber-Morgan health Department may issue a notice of violation to the owner, operator or the operator's designee if the gathering fails to meet the requirements of Utah State Rule R392-400 Temporary Mass Gathering Sanitation or the conditions of the permit.

I Agree

### **Potential Denial of Application**

I understand that a mass gathering permit may be denied for any of the following reasons:

- Failure of the applicant to show that the gathering will be held or operated in accordance with the requirements and standards of R392-400
- Submission of incorrect, incomplete, or false information in the application
- The gathering will be in violation of law

I Agree

### **Closure of Gathering**

By agreeing below, I understand that a notice of closure of the gathering or part thereof may be issued to the owner, operator, or operator's designee if the conditions of the gathering constitute a serious or imminent health hazard and that a gathering site or part thereof that has been closed may not be used for a gathering until the Weber-Morgan Health Department determines the conditions causing the closure have been abated and written approval is received from the Heath Department.

I Agree

### ***For Administrative Use Only***

#### **WSU Parking Approval**

Crystal Taylor

#### **Fire Marshal Approval**

Steve Ford

#### **WSU Police Approval**

Michael Davies

#### **Facilities Management Approval**

Weston Woodward

#### **Risk Management Approval**

Abel Mkina