

**INSTRUCTIONS  
SPECIAL EVENTS FORM**

Revised 3/07

**Introduction:**

The University of North Dakota has the responsibility for taking reasonable precautions to protect the health and safety of the members of the University community and guests while on the UND campus. This responsibility includes reviewing special events to assure that they do not represent an unreasonable risk to participants, other members of the campus community, or University property. The University must assess any potential risks involved and under what conditions it is appropriate to hold the special event. If the special event is appropriate for the campus, measures will be implemented to enhance the safety of people and the security of property. The UND Parking Office has been delegated the responsibility of working with organizations regarding the planning of their event and processing Special Events Forms. A Special Events Review Board has been established for the purpose of reviewing and approving all proposed Special Events.

The following procedure applies to all non-routine events that require, or have the potential of requiring, services beyond the scope of the hosting facility and/or events that have any known or past problems/potential risks (ie. security needs, safety issues, etc.). Additionally, some events take more campus resources/planning than others because of their controversial nature. A special events form should be completed for such events.

The procedure applies to events on property controlled by the University of North Dakota as well as off-campus special events sponsored by the University.

**Procedure:**

Individuals or organizations sponsoring an event will be responsible for the planning and execution of special events in a manner consistent with applicable University policy/procedure. This is best accomplished by contacting the Parking Office in the early stages of event planning for assistance in completing the UND Special Events Form. A separate UND Special Event Form must be completed by the event coordinator and submitted (preferably electronically) to the Parking Office for each proposed event.

The sponsoring organization will be responsible for complying with all guidelines established for a special event by the University administration, the Code of Student Life, and other applicable University policy/procedure. Failure to comply with all conditions may result in an immediate termination of the special event.

Individuals or organizations sponsoring a special event need to make their own arrangements as they relate to reserving facilities, rooms, equipment, or the scheduling of services/security.

Sponsors of special events may be responsible for all costs associated with the support of the proposed event, which due to scheduling of the event, may be necessary to enhance safety of the persons and property throughout the campus.

The Special Events Review Board will be provided with a copy of the Special Event Form for each proposed event. The Board will provide responses and information regarding the proposed event through the Parking Office. Event specific criteria may be established based on the review of the Special Events Form.

Alcohol is prohibited unless specifically permitted in accordance with State Board of Higher Education Policy.

For Special Events where a third party will be supplying entertainment, equipment, or other services, proof of liability insurance (certificate of insurance) will be required prior to event approval. Through one of its professional memberships, UND is able to offer a mechanism for affordable, event specific liability insurance for third parties who do not have an existing liability insurance policy. The Parking Office will refer the event sponsor to the campus Risk Manager in situations where this insurance option will be necessary.

Depending on the proposed Special Event, approval to conduct the event may be contingent on participants signing a liability waiver prior to participating. Waiver forms are available from the Parking Office or campus Risk Manager, when applicable.

Event approval will be determined by the Parking Office once approval is received from all members of the Special Events Review Board. The Parking Office will follow-up with the Special Events Review Board members to ensure a timely response.