

WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF PUBLIC SAFETY EMERGENCY RESPONSE PLAN	APPLICABILITY: ALL UNIVERSITY DEPARTMENTS		
	ISSUE DATE: 02/18/2014	PAGE NUMBER 1 of 2	REVIEW 07/21/2016
	TITLE: CAMPUS SPECIAL EVENT MANAGEMENT		

Propose

Washington Adventist University's (WAU) position to permit use of premises and facilities for educational activities and exchange of ideas, and special events, provided appropriate arrangements can be made which will avoid unnecessary risk of injury to persons and/or damage to property. This campus policy for management of special events covers the procedural steps and criteria to be used for event approval.

Sponsors or organizers of an event for the campus that include one or more of the following factors are advised to consult the Department of Facility Services and Scheduling at 301-891-4161. The objective of this policy is to standardize the expectations of internal and external parties with regard to the determination of risk and the security requirements and special approvals and/or permits for special events to be conducted on WAU campus.

Notice

Units are encouraged to contact the Office of Facility Management and Scheduling as soon as possible to ensure adequate time to obtain approvals, permits, and arrange for support services.

The Special Events Checklist form needs to be sent to the WAU Department of Public Safety at least 60 days prior to the event.

Special Events Risk Factors

- Attendance estimated at more than 200 persons
- VIP's/controversial programs
- Inherently dangerous activities or conditions
- Cash transactions
- Activities which may attract passersby
- Complex insurance issues
- Traffic/parking impacts or use of parking lots
- Special staffing requirements
- Public Safety permits required (parade, street closure, flammable or explosive materials, alcoholic beverages)
- Tents
- Outdoor amplified sound

- Fireworks/pyrotechnic devices
- Professional entertainment
- Aerial activities
- Use of facilities not under the sponsoring unit's control
- Food service (vendors)
- Benefit or fund raising activities
- Commercial activities
- Equipment needs
- Utilities supply
- Civil demonstration

The WAU Special Events Checklist can be found at WAU-Security Website: <https://www.wau.edu/wp-content/uploads/2016/07/Special-events-checklist.pdf>

Campus support units are funded to provide a reasonable level of services for routine, recurring functions of the University. Special events frequently place demands on units which exceed that level and often require reimbursement from the event sponsors/hosts.

Disagreements regarding the mandatory conditions for a proposed special event may be appealed to the Office of the Vice President of Finance and Vice President of Student Life.

Questions

Questions about this policy may be directed to the Department of Facility Services (DFS) and Department of Public Safety (DPS).