

# Risk Management Event Request Form

This form is required for certain events that might have a higher level of risk and liability associated with them. In order for your event to be covered by the University of Oregon's liability insurance, you must receive approval for your event and in some cases provide a detailed plan or purchase additional liability insurance.

Please fill out the form to the best of your ability and note that in some cases additional information and follow up may be required before your event is approved. This may require additional meetings with the department of Risk Management, UO Fire Marshall, UOPD and others. In order to address possible issues, we require this form be submitted SIX WEEKS BEFORE YOUR EVENT. Failure to do so could result in the postponement or cancellation of your event.

## Event Basics

Name of Student Organization putting on the event [Required]

Name of Event [Required]

Date and Time of Event [Required]

Event Description [Required]

## Event Activity

Does your event include any of the following:

Physical activity by its participants [Required]

Yes  
 No

The use of fire, explosives or combustibles [Required]

Yes  
 No

Animals [Required]

Yes  
 No

Potentially questionable or controversial content [Required]

Yes  
 No

Activity that will attract an unruly crowd [Required]

Yes  
 No

## Alcohol and Food Service

Will food be served at your event? [Required]

Yes  
 No

Will you be serving alcohol at your event?  
The fee cannot be used for the purchase of alcohol.

Yes  
 No

## Food Waivers

Will you be using an outside caterer? [Required]

- Yes  
 No

If yes, have you obtained a catering waiver from UO Catering Services? [Required]

- Yes  
 No

Please upload a copy of the Catering Waiver

## Alcohol Plan

In order to have alcohol at your event you will need to develop a plan and submit it to UO Risk Management. You must submit your request at least six weeks BEFORE your event. Your plan must include the following information:

- Catering waiver
- Plan for food service
- how the alcohol is being purchased
- you must list a UO professional staff person or faculty who agrees to be present at the event

Have you submitted an alcohol request form to Risk Management?

- Yes  
 No

Upload your alcohol plan

## Event Attendance

How many people do you expect at your event? [Required]

As you consider the purpose of the event and the people it's likely to attract-invited guests and others- are any of them:

Minors (less than 18 years old) [Required]

- Yes  
 No  
 Unknown

Seniors (greater than 60 years old)

- Yes  
 No  
 Unknown

Alter-abled or in need of special accommodation

- Yes  
 No  
 Unknown

VIPs or campus administrators

- Yes  
 No  
 Unknown

Protestor or uninvited persons attempting to crash the event

- Yes  
 No  
 Unknown

## Event Location

Have you considered the following when planning your event?

Is the location accessible for all attendees?

- Yes
- No

There are no simultaneously occurring campus events, classes or holidays that will impede access to your event?

- Yes
- No

The selected location is appropriate for the predicted weather and you have a back up location?

Please Note: In the event of sudden severe weather, your event may have to end in order to ensure the safety of the participants. This is at the discretion of the UO Fire Marshall's office.

- Yes
- No

If a significant number of participants will drive to the event, have consulted with Parking and Transportation to identify parking arrangements and develop a traffic management plan?

- Yes
- No

## Physical Activity

Please describe the physical activity at your event [Required]

An activity waiver may be needed for each participant. Waivers can be found under your OrgSync page under files. Any paper waivers have to be turned into the appropriate ASUO professional staff located in the CSI: Resource Center.

Will you have first aid supplies at your event? [Required]

- Yes
- No

## Fire, explosions, combustibles

This will require a meeting with the UO Fire Marshall to determine a plan. An ASUO PEEP will follow up with the information needed for this meeting.

## Animals

Provide information on what the animals will be doing below. Please provide as much information as possible. [Required]

Are you working with an outside agency or non-profit to bring in the animals? (Example: Green Hill Humane Society) [Required]

Will this event take place inside a building? [Required]

- Yes
- No
- Other

## Unruly Crowd

Have you reached out to the UO Police Department to discuss a security plan for your event? [Required]

## Finish

Thank you for your request. We will review your request and in some cases might require further information or meetings with the appropriate campus departments. If you have questions, please contact Julie Scroggins at [jpalanuk@uoregon.edu](mailto:jpalanuk@uoregon.edu) or the ASUO PEEPs at [asuopeek@uoregon.edu](mailto:asuopeek@uoregon.edu)