

TABLE OF CONTENTS

Statement of Purpose Equal Opportunity/Affirmative Action	Page 1	Section 17 Student Travel and Off-Campus Activities	Page 39
Section 1 How to Plan Campus Events	Page 2	Section 18 Political Events	Page 40
Section 2 The Event Management Team	Page 3	Section 19 Postings	Page 41
Section 3 Who Can Request Space Building Acronyms and Names	Page 4	Section 20 Hand-to-Hand Flyers	Page 43
Section 4 How to Request Space	Page 7	Section 21 Youth Programs/Camps	Page 44
Section 5 Scheduling Priority	Page 10	Section 22 Accidents/Injuries/Severe Illness on Campus	Page 45
Section 6 Proper Use of Campus Facilities	Page 11	Section 23 Onsite Security	Page 46
Section 7 Scheduling a Joint-Sponsored Event	Page 14	Section 24 Crowd Manager	Page 47
Section 8 Scheduling a Non-University Event	Page 21	Section 25 Showing Movies on Campus	Page 49
Section 9 Alcoholic Beverages	Page 22	Section 26 Support Services	Page 52
Section 10 Audiovisual/Technology Support	Page 23	Section 27 Marketing & Communications	Page 54
Section 11 Food Services/Catering/Food Trucks /Off- Campus Food Vendors/Scenarios	Page 24	Website Links for Policies	
Section 12 Decorations and Equipment	Page 30	Appendices	
Section 13 Fundraising/Information Tables	Page 32	Appendix A Certificate of Liability Insurance Sample	Page i
Section 14 Grilling Policy	Page 33	Appendix B Combined General Use Release Waiver	Page iii
Section 15 Insurance Requirements/Liability Waivers	Page 34	Appendix C Pre-Event Checklist for Crowd Managers	Page v
Section 16 Event Parking	Page 37		