Event Guidelines

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Purpose
These event guidelines are meant to outline a uniformed process of organizing events connected to Gonzaga University. Having a simple, step-by-step guide will ensure that all aspects of an event are considered during the planning phase. In this way, we are making sure that the right safety steps are taken to minimalize any risk inherent in the activities of the event.

While planning an event, one should read this entire document in order to be best informed of the event planning process.

Scope
This procedure applies to all Gonzaga University staff, faculty, and students. It is to be consulted before hosting any event relating to, or endorsed by, the university, on or off campus. These guidelines also apply to non-university events taking place on campus.

Definitions
- **Event**: A single or set of activities taking place over a designated period of time.
- **Event Sponsor**: The Event Sponsor is the individual and/or department putting on the event.
- **Activity Sponsor**: The Activity Sponsor is the individual and/or department responsible for organizing individual activities at an event. This is generally the same person/department as the Event Sponsor.
- **Activity**: An individual component of an event (i.e. organizing a Quidditch Match during GEL Weekend). If a single activity is to take place, it becomes an event.
- **Academic Field Trip**: A series of activities or excursions used for educational experiences lasting fewer than fifteen (15) days.
- **Event and Field Trip Request Form**: A proposed request form for all academic field trip and Gonzaga affiliated facilities. The form is to be submitted by the on-site responsible party and approved by an appropriate supervisor “one level up” from the immediate request party.
- **Contracted**: Facilities that are not owned by or affiliated with the university. Examples include Spokane Veterans Memorial Arena and the Convention Center.
- **Housing and Residential Life Buildings**: These are buildings controlled by the Housing and Res-Life office at Gonzaga. This includes every dorm building on campus.
Responsibilities

**Event Sponsor**
It is the responsibility of the event’s sponsor to take all necessary actions outlined in this procedure. Including:

- Consultation of the [Activities Guidelines](#)
- Completion of the [Special Events Review Form](#)
- Consulting with the appropriate offices and departments for guidance
- Completion of a [Special Event Checklist](#)
- Secure necessary certificates of insurance
- Build an event itinerary

**Office of Risk Management**
The Office of Risk Management is responsible for reviewing any Special Event Applications, and must then issue a judgment on the application. Be it “Approved,” “Declined,” or “Qualified Approval.”

The Office of Risk Management is also responsible for processing certificates of insurance, required of all third-party vendors.

**Campus Public Safety & Security Department**
This department is responsible for consulting with, and providing resources to, activity and event sponsors as the need arises.

Concerning Special Event Applications, the Campus Public Safety & Security Department must review proposed events and issue a recommendation to the Office of Risk Management on the event.

Campus Public Safety & Security must also be available for consultation by the Event Sponsor.

**Human Resources**
Human Resources (HR) may be consulted in regards to a proposed event.

**Plant Services**
Plant Services is responsible for consultation on activities and events taking place outdoors and the unique risks that may go along with this. For example, sprinkler heads being damaged.

It is also the responsibility of Plant Services to ensure that there will be no utility issues during an event. For example: high electricity usage, increasing the possibility of a blown circuit.
Athletics
The Athletics Department is responsible for determining if the proposed event is in violation of any regulations imposed by the NCAA. The department is also responsible for overseeing any activities taking place within its facilities, including scheduling.

Office of Student Involvement and Leadership
Student Involvement and Leadership is responsible for guiding students in the event planning process. This includes putting students in contact with the necessary offices and departments for the safe and successful planning and implementation of the event.

The office is also responsible for training student groups and their advisors as necessary.

Faculty
Gonzaga University faculty are responsible for providing guidance to student groups, and supervision of any events planned in relation to classroom instruction.

Campus Services
Campus Services are responsible for providing support to the Event Sponsor. Campus Services may decide that an event will require extra support and assign an Event Manager from the Campus Services office. The Event Manager will act as a liaison to the Event Sponsor for the Campus Services office. This individual will help coordinate any details for the event. They will also guide the Event Sponsor through the Facility Usage Agreement.

Campus Services also acts as the first step in the event planning process for third parties and Gonzaga University faculty and staff.

Housing and Residence Life
Housing and Residence Life are responsible for all activities taking place within their facilities. Student Involvement and Leadership need not be consulted unless at the recommendation of Housing and Residence Life.

Planning an Event
Planning an event is a huge undertaking. To make the process as simple as possible, instructions are laid out below. Having these uniform processes will ensure that every Gonzaga University event is successful. In the process of planning an event, stay in the order in which the following instructions are listed to ensure that steps are not over looked and the event may go on as anticipated.

With the exception of student groups, all Event Sponsors must complete a Gonzaga University Risk Management Special Events Review Form. The form must be turned into the Office of Risk Management thirty (30) days in advance of the proposed event.
Student groups planning an event must first consult the Office of Student Involvement and Leadership for guidance, unless the event is to take place exclusively in a Residential Life building. In which case, Housing and Residence Life must be consulted first.

A party with no affiliation to Gonzaga seeking to host an event on campus must first contact Campus Services. Campus Services will guide third parties through the event planning process.

**Safety**

When planning an event, it is necessary to finalize a list of all activities that will take place. When determining what activities to host during your event, consult the Activities Guidelines. The guidelines make clear what is or is not allowed on campus, and serves as a resource during the event planning process.

Some events and activities require attendants to sign Activity Release Forms: (Student, Non-Student, Minor) This form absolves Gonzaga University from any liability relating to the event and authorizes medical action at the discretion of the university. The attached Activity Release Form is only for Gonzaga University students 18 years or older. For all other attendees, contact the Office of Risk Management at 313-6445.

Based on what the event entails, it may also be necessary to contact Campus Public Safety and Security for their services relating to crowd control, traffic control, and general event safety.

**Location**

When choosing a location for your event, it is important to consider the nature of the event. How many people will be in attendance? What floor plan do the activities of the event demand? Should the event take place outdoors? Will the event require multiple buildings? When determining the needs of your event, begin to narrow the list of possible locations. Many buildings on campus have different space reservation processes, some taking longer to complete than others.

Do not reserve a space for the event until after verifying that all of the proposed activities are approved. This will eliminate the possible need to change venues after reservations have been placed. Changing reservations can result in lost deposits and other expenses that can be avoided with careful planning.

Most buildings on campus can be reserved through Gonzaga Campus Service’s Virtual EMS website. In this site, Event Sponsors can see space availability and tailor a search to their needs. They can then reserve the space on the website or through Katie Burrow, the University Scheduler. Ms. Burrow can be contacted at (509)313-6754. When reserving spaces on the Virtual EMS website, equipment requests must also be made. This could include audio equipment, lighting, projector(s), tables, chairs, etc.
If your preferred building is: Bozarth Mansion, St. Aloysius Church, Law School, or any athletic facilities, the building managers must be contact directly to determine availability, since these buildings do not utilize the Virtual EMS website. Their contact information is provided in the “Contacts” section of this document.

If the venue is off campus, the Event Sponsor should contact the responsible parties directly. Contracts with third parties must be reviewed by both the Office of Risk Management and Corporate Council before they can be signed.

With the exception of student group events, all event sponsors seeking to host a fieldtrip must first consult the Field Trip Risk Management Guide.

Certificates of Insurance
Gonzaga University requires that all third parties being utilized for events present the appropriate certificates of insurance. If you are utilizing any third parties, contact the Office of Risk Management at 313-6445 for guidance.

Vendors
During events, any number of 3rd party vendors may be utilized to create the ideal event.

Food
Gonzaga University is contractually obligated to utilize Sodexo for on-campus food services. All student groups programming an on-campus event must first consult with Sodexo before seeking alternative food services. If you have any questions, please contact the Office of Student Involvement and Leadership at 313-6123 or Sodexo at 313-6906.

Catering reservations and orders can be made through Sodexo’s Gonzaga specific site.

Food Handler's Permit
At least one person, but preferably all people who are handling the food should have their food handlers permit when cooking, preparing, and/or serving unwrapped food. In most cases you do not need a food handlers permit if you are serving pre-packaged food and it left in its packaging. A Food Handler's Permit can be obtained by taking a class in person or online through the Spokane Regional Health District. The online course and test takes about an hour and costs $10.00.

Inflatables
Gonzaga University has pre-approved the use of All-Star Jump to supply inflatable attractions for events. More information can be found on All-Star Jump’s website.
Other

For all other vendors to be contacted, the event sponsor must contact Gonzaga University Purchasing for guidance. This office will provide important information regarding university policy and safety standards.

Noise

Per the Gonzaga University Student Handbook (click here for Handbook) events outside that create noise/sound other than the natural human voice must receive approval from the Office of Student Involvement and Leadership. If yes to the above question you will need to attend a noise mitigation training by contacting the Office of Student Involvement and Leadership at 313-6123 or studentactivities@gonzaga.edu. Depending on the time and level of noise, you may need to submit a noise variance request through Spokane City. Click HERE to view the Spokane Municipal Code as it relates to noise. Click HERE to see if your event meets the criteria for requesting a noise variance. Click HERE to get the City's Noise Variance request form. Before submitting a noise variance please work with the Office of Student Involvement and Leadership.

Tickets

Requiring attendants of an event to purchase tickets is a good idea because it allows the Event Sponsor greater control over how many people attend the event. This is especially good if the venue being used has an attendance cap. Even if the event is free to attend, tickets offer more control.

The primary source of ticket sales should take place through CashNet. CashNet sales can be arranged through the Zagtivities website. Tickets may also be sold at Ticket Central. To do this, contact the Crosby Student Center at 313-4097.

Build an Itinerary

Create a detailed itinerary for all persons helping with the event. Include set-up time (allow at least two hours), times for sound checks, the time that the doors will open, the ending time for the event and clean up time after (allow at least one hour). Each portion of the schedule/agenda should also indicate who is in charge or responsible for that part of the event.

Create a written document that specifies each person’s responsibilities. This should include a brief (1-2 sentences) of their general responsibility along with the particular details of their role. (An example can be found in “References”).

Make copies of the floor plan, emergency exits, and necessary phone numbers for each volunteer. All staff should be aware of the emergency response plan.

Inform volunteers of appropriate dress and provide them with nametags if required. It is helpful if your staff is easily recognizable.

On the day of the event meet with all the staff together and review the event and each person’s role and responsibility.
Promotion
There are many ways to promote events on campus. These include window painting, monitors, and “the wall.” To promote your event, visit the Zagtivities website to view costs and reservation procedures. To reserve “the wall,” visit the GSBA website for information.

Resources

Activities Guidelines

Spokane Regional Health District

Virtual EMS

Sodexo Catering

Zagtivities

Gonzaga Student Body Association

Activity Release Form: (Student, Non-Student, Minor)

Special Event Checklist

Facility Usage Agreement

Special Events Review Form

References

Example Event Itinerary
## Contacts

<table>
<thead>
<tr>
<th>Office of Risk Management</th>
<th>Student Involvement and Leadership</th>
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<tbody>
<tr>
<td>502 E. Boone Ave.</td>
<td>Crosby Student Center, Room 200</td>
</tr>
<tr>
<td>Spokane, WA 99258-0069</td>
<td>Phone: 509-313-6123</td>
</tr>
<tr>
<td><strong>Phone:</strong> 509.313.6445</td>
<td>Fax: 509-313-5851</td>
</tr>
<tr>
<td><strong>Fax:</strong> 509.313.5199</td>
<td><a href="mailto:studentactivities@gonzaga.edu">studentactivities@gonzaga.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">Website</a></td>
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<thead>
<tr>
<th>Athletic Facilities</th>
<th>Bozarth Mansion</th>
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<tbody>
<tr>
<td>Rob Kavon</td>
<td>Phone: (509)313-6852</td>
</tr>
<tr>
<td><strong>Phone:</strong> (509)313-4213</td>
<td><a href="#">Website</a></td>
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<tr>
<th>Law School</th>
<th>St. Aloysius Church</th>
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<tbody>
<tr>
<td>Waunita Myers</td>
<td>(509)313-5896</td>
</tr>
<tr>
<td><strong>Phone:</strong> (509)313-3733</td>
<td><a href="#">Website</a></td>
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<tr>
<th>Crosby Student Center</th>
<th>Campus Services</th>
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<tbody>
<tr>
<td><strong>Phone:</strong> (509)313-4097</td>
<td></td>
</tr>
<tr>
<td><strong>Fax:</strong> (509) 313-4077</td>
<td><a href="#">Website</a></td>
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<tr>
<th>Plant &amp; Construction Services</th>
<th>Campus Security</th>
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<tbody>
<tr>
<td>502 E. Boone Ave</td>
<td>1117 N Dakota</td>
</tr>
<tr>
<td>Spokane, WA 99258-0081</td>
<td>Spokane, WA 99258-0076</td>
</tr>
<tr>
<td><strong>Phone:</strong> 509.313.5656</td>
<td>Basement of Welch Hall</td>
</tr>
<tr>
<td><strong>Fax:</strong> 509.313.5646</td>
<td><strong>Phone:</strong> 509-313-2222</td>
</tr>
<tr>
<td><a href="mailto:customer-service@gonzaga.edu">customer-service@gonzaga.edu</a></td>
<td><strong>Fax:</strong> 509-313-4151</td>
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<td><a href="#">Website</a></td>
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<tr>
<th>Housing and Residential Life</th>
<th>City of Spokane</th>
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<tbody>
<tr>
<td>O'Leary Hall</td>
<td>Phone: (509)755-2489</td>
</tr>
<tr>
<td>704 E Sharp Ave., Lower Level (University Health Center Bldg.)</td>
<td>Email: <a href="mailto:myspokane@spokanecity.org">myspokane@spokanecity.org</a></td>
</tr>
<tr>
<td><strong>Phone:</strong> (509)313-4103</td>
<td><a href="#">Website</a></td>
</tr>
<tr>
<td><strong>Fax:</strong> (509)313-4102</td>
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<tr>
<th>Spokane Department of Parks and Recreation</th>
<th>Spokane Regional Health District</th>
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<tbody>
<tr>
<td><strong>Phone:</strong> (509)625-6200</td>
<td>1101 W College Ave</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:parks@spokanecity.org">parks@spokanecity.org</a></td>
<td>Spokane, WA 99201</td>
</tr>
<tr>
<td><a href="#">Website</a></td>
<td><strong>Phone:</strong> (509)324-1500</td>
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<td>[Visit website before calling]</td>
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<tr>
<th>Sodexo</th>
<th>Purchasing</th>
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<tbody>
<tr>
<td>1027 N. Hamilton Avenue</td>
<td>1004 N Ruby</td>
</tr>
<tr>
<td>Spokane, WA 99258</td>
<td>Spokane, WA 99258</td>
</tr>
<tr>
<td><strong>Phone:</strong> (509)313-6906</td>
<td><strong>Phone:</strong> (509) 313-5624</td>
</tr>
<tr>
<td><a href="#">Website</a></td>
<td>[Visit website before calling]</td>
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<tr>
<th>All-Star Jump</th>
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<tbody>
<tr>
<td><strong>Phone:</strong> (509)326-1725</td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:info@all-starjump.com">info@all-starjump.com</a></td>
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