



Event Guidelines

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Introduction

Purpose These guidelines are intended to assist and provide resources to Event and Activity Sponsors in the planning process. This document outlines departmental responsibilities and clarifies definitions to standardize the planning process. These guidelines will protect the University and event/activity participants from unnecessary risks.

Scope These guidelines apply to all Gonzaga University staff, faculty, and students.

Definitions

Event A single activity or set of activities taking place over a designated period of time

Event Sponsor The individual and/or department putting on the event

Activity An individual part of an event (i.e. organizing a Quidditch Match during GEL Weekend).

Activity Sponsor The individual and/or department responsible for organizing individual activities at an event. Typically the same individual as the Event Sponsor.

Academic Field Trip A series of activities or excursions used for educational experiences lasting fewer than 15 consecutive days.

Contracted Facilities Facilities that are not owned by the University. Examples include Spokane Veterans Memorial Arena, the Convention Center, and Davenport Hotel Collection

Gonzaga Groups Gonzaga Groups are those groups that are directly associated with the University. Common examples include student groups and faculty or staff members.

Responsibilities

Event Sponsor It is the responsibility of the event's sponsor to take all necessary actions outlined in this procedure, including but not limited to:

- 1) Consultation of RM10 Activities Guidelines
- 2) Completion of the Special Events Review Form
- 3) Consult with the appropriate offices and departments for guidance
- 4) Complete an Event Checklist
- 5) Secure necessary certificates of insurance
- 6) Build an Event Itinerary

Activity Sponsor It is the responsibility of the Activity Sponsor(s) to read and understand these Event Guidelines.

Introduction

Responsibilities

Office of Emergency Preparedness and Risk Management	Responsible for reviewing and processing requests for certificates of insurance, reviewing Special Event Applications, and to be available for consultation.
Campus Security and Public Safety	Responsible for assisting Event Sponsors with event security and parking during the planning and execution stages.
Plant & Construction Services	Responsible for assisting Event Sponsors planning an event to take place outdoors. Assist with electrical, water, lawn & sprinkler control.
Athletics	Responsible for supporting all events taking place in Athletics owned facilities.
Student Involvement and Leadership	Responsible for reviewing/approving student event requests through Zagactivities. Responsible for connecting students with necessary departments during the planning process.
Gonzaga University Event Services Team (G.U.E.S.T.)	Responsible for: 1) events and service management on campus 2) events and service management at Bozarth Mansion and Retreat Center
Housing and Residence Life	Responsible for all events taking place in residence halls.
University Purchasing	University Purchasing is responsible for the management of the acquisition by purchase, lease or rental of all materials, services and equipment required by various departments of the University, regardless of funding source.
Human Resources	Human Resources may be consulted by the Office of Emergency Preparedness and Risk Management regarding a proposed activity and/or event.
Faculty	Gonzaga University faculty are responsible for supervising any activity or event planned in relation to classroom instruction.

Activities

Activities Matrix

The Activities Matrix is a compilation of activities regularly put on, and the departments responsible for them. The Matrix articulates:

- Which activities are safe for any department to host without consulting the Office of Emergency Preparedness & Risk Management;
- Which activities are safe for specified departments to host based upon an approval process. Once approved, these departments no longer need to consult the Office of Emergency Preparedness & Risk Management;
- Which activities require the Activity Sponsor to consult with the Office of Emergency Preparedness & Risk Management before being put on;
- Which activities cannot be hosted under any circumstances due to issues of safety, security, insurance, etc.


The Activities Matrix spreadsheet is available [here](#).

Reading the Matrix

The Activities Matrix is broken down by division, with a sheet for each Vice President and the departments that fall under them. There are two general sheets, one for "pre-approved" activities, and another for banned activities.

X- indicates an activity that is "pre-approved"

◆- indicates

 a grayed out box indicates that the activity is "banned"

Activity Review

If your proposed activity is approved on a case-by-case basis or not on the Activities Matrix, you should consult with the Office of Emergency Preparedness & Risk Management.

The Office of Emergency Preparedness & Risk Management is available to advise Activity Sponsors during the planning process to ensure that their activity is carried out in the safest way possible, and in compliance with University policies.

Activities Review Form

This form was developed for faculty and staff members to make the consultation process as simple as possible. Before meeting with the Office of Emergency Preparedness and Risk Management, complete the form and send it to the Office of Emergency Preparedness and Risk Management a minimum of 30 days before the activity date. This will allow the department to have a basic understanding of your activity.

[The Activities Review Form is available here.](#)

Zagactivities

For student groups seeking to consult with the Office of Emergency Preparedness and Risk Management, no additional form is required. Simply ask your club's advisor to forward your Zagactivities Event Submission to Emergency Preparedness and Risk Management prior to your meeting.

Event Safety

Program and Activity Release Forms

The "Student Statement of Responsibility, Assumption of Risk, and Release of Liability for Participation in a Gonzaga University Program, Activity, or Field Trip" must be completed prior to participation in any Gonzaga student program. Each participating student must complete a separate form and return it to the Gonzaga employee responsible for organizing/sponsoring the program, activity, or field trip.

This form is not intended for use in study abroad programs, immersion programs, or for visitors to campus.

The organizer/sponsor is responsible for completing the portion of the form detailing specific additional risks associated with the program or activity. This portion of the form (section 2.7) must be completed prior to providing it to students for their review and signature. Factors to consider when completing this section may include, but not be limited to, the following:

- Location of program
- Supervision
- Lodging
- Outdoor dangers
- Client/public interaction
- Physical activity

The Office of Emergency Preparedness and Risk Management is available to review any planned program, activity, event, or field trip, and assist in the completion of this form.

[Program or Activity Release Form for Students](#)

[Program or Activity Release Form for Non-Students](#)

[Program or Activity Release Form for Minors \(under the age of 18\)](#)

Facility Inspection

It is recommended that Event Sponsors perform a Facility Inspection prior to their event. When performing a Facility Inspection, it is important to identify potential safety hazards, and to report them to the Director of Emergency Preparedness & Risk Management, Joe Madsen (313-6445).

Hazards to look for when performing the inspection include, but are not limited to:

- Emergency exits
- Fire extinguishers
- ADA compliance

Event Safety

United Educators

United Educators is an insurer of Gonzaga University, and offers resources for the University and event sponsors to assist in the planning and organization of safe events & activities.

Resources include:

- Safety at Commencement and Other Special Events
- Risk Management for Campus Student Events
- Event Planning Checklist

Special Considerations

When planning an event, it is important to take into consideration all possible risks and potential losses. Categories include, but are not limited to:

- Security;
- Stage set-up;
- Lighting;
- Sound;
- Legal documents;
- Venue;
- Review/approval;
- Guests on campus;
- Fireworks;
- Number of participants;
- Food;
- Performer(s);
- Logistics;
- Access

To assist in this process, refer to the Event Checklist, available in RM10.40.1 of this document.

Event Checklist

The Event Checklist is meant to serve as a tool for Event Sponsors to aid them in the event planning process.

The Event Checklist is broken down into 14 different sections, with relevant consideration in each. By no means will every section or line apply to every event, but it is important to recognize the intricacies of your event, and plan accordingly.

The Event Checklist is not subject to review by any department, and is provided simply for the organizer's benefit. If there is something on the Event Checklist that applies to your event, and you are unsure how to proceed, reach out to the Office of Emergency Preparedness & Risk Management for guidance.

The Event Checklist is available [here](#).

Facility Usage Agreements

Facility Usage Agreements are contracts used by 3rd party venues to ensure that necessary planning has taken place for an event. They are also used for the University to be aware of all aspects of a given event, and to protect is against any liabilities.

The Office of Emergency Preparedness & Risk Management is available to review all Facility Usage Agreements from 3rd parties for off-campus venues.

Many Gonzaga University facilities have individual Facility Usage Agreements, separate from the process that GUEST utilizes. When in doubt, reach out to GUEST Services and they can connect you with the necessary individual for reservations at any facility on campus.

Insurance

For questions regarding insurance, refer to RM70 of this manual.

Noise

It is the policy of the City of Spokane to minimize the exposure of citizens to the harmful physiological psychological dangers of excessive noise and to protect, promote and preserve the public health, safety and welfare.

City Ordinance

It is unlawful for any person to cause or permit sound to intrude into the property of another person whenever the sound exceeds the maximum permissible sound levels. It is unlawful for any person to knowingly cause or permit sound that is a public disturbance noise and it is unlawful to refuse or intentionally fail to cease the noise when ordered to do so by a law enforcement officer. The maximum decibel level for a neighboring property to receive is 55 dB.

The City of Spokane Municipal Code is available [here](#).

Vendors

Food Services

While Sodexo is Gonzaga's preferred food vendor, they are not the exclusive vendor for the campus, with the exception of a few venues. Sodexo holds exclusive rights to the COG, Cataldo, and all retail locations they manage.

For all catered events wherein alcohol will be served, Sodexo must be the sole provider. Sodexo holds a liquor license for the campus, and therefore is the only entity legally able to serve alcohol.

University Purchasing

University Purchasing is responsible for the management of the acquisition by purchase, lease or rental of all materials, services and equipment required by various departments of the University, regardless of funding source.

University Purchasing maintains relationships with a number of vendors for various materials and types of equipment. If an Event Sponsor is requesting the purchase or rental of a new piece of equipment from a new vendor, the Office of Emergency Preparedness and Risk Management may require an inspection of the equipment to ensure user/operator safety.

Permits

Special Event Permit Application

This application is to be completed in when an event is to take place on public property in Spokane County. A completed application may be filed as early as ninety (90) days before the event, but must be received no later than thirty (30) days before the actual event date.

The Special Event Permit application is available [here](#).

Resources

Checklists

Activities Checklist
Event Checklist
Event Planning Checklist

Forms

Activities Review Form
[Program or Activity Release Form for Minors \(under the age of 18\)](#)
[Program or Activity Release Form for Non-Students](#)
[Program or Activity Release Form for Students](#)
[Special Event Review Form](#)

**Additional
Guidelines**

Insurance Guidelines

**Affiliate Agencies
and Organizations**

[City of Spokane Municipal Code](#)
[City of Spokane Special Event Permit Application](#)

White Papers

Handling Controversial Speakers and Protests
[Risk Management for Campus Student Events](#)
[Safety at Commencement and Other Special Events](#)
United Educators: Risk Management for Campus Student Events

Additional Resources

Activities Matrix

Contacts

Athletics	Phone: 313-4202 Fax: 313-5787	Location: McCarthy Athletic Center Website: www.gozags.com
Campus Security & Public Safety	Phone: 313-2222 Fax: 313-4151	Location: Lower Level of Welch Hall Website: Hyperlink
G.U.E.S.T. Services	Phone: 313-6857 Website: Hyperlink	Location: Hemmingson 215
Housing & Residence Life	Phone: 313-4103 Fax: 313-4102	Location: Crosby Center Website: Hyperlink
Office of Emergency Preparedness & Risk Management	Phone: 313-6445 Fax: 313-5199 Email: madsenj@gonzaga.edu	Location: College Hall 250 Website: Hyperlink
Plant & Construction Services	Phone: 313-5656 Fax: 313-5646 Email: customerservice@gonzaga.edu	Location: 1004 North Ruby Website: Hyperlink
University Purchasing	Location: 1004 North Ruby Phone Numbers are available on the Purchasing website .	
Student Involvement & Leadership	Phone: 313-6123 Fax: 313-5851 Email: getinvolved@gonzaga.edu	Location: Hemmingson 304 Website: Hyperlink