

**SPECIAL EVENT PLANNING FORM**

This form is provided to aid individuals or groups requesting space through the Scheduling Division. Additional information may be requested by Scheduling during the event approval process. This form is not intended to replace the Special Event Application and will only be accepted by the Scheduling Division as an addition to the Special Event Application.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

ASUU:  Non-ASUU Student:  Faculty/Staff:  Non-university:  Other:

If "Other" please explain: \_\_\_\_\_

**Please Note:** Any group claiming ASUU status will be verified using the online student group directory. If your group does not appear on this directory, you will be considered a non-ASUU student group.

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Event Times: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Admission Charged:  Donations Collected:  Items Sold or Given Away:

Details: \_\_\_\_\_

Potential # of Attendees: \_\_\_\_\_

**Please Note:** When more than 500 people are participating for 2 hours or more, a mass gathering permit may be required. Paperwork must be filed a minimum of 30 days in advance for groups of 500 or more.

Plans to Limit Attendance to Target Audience: \_\_\_\_\_

Plans to Control Crowd at Event: \_\_\_\_\_

Type of Entertainment (please include names of any performers or lecturers, the topic of the performance/presentation, and the title of any films being shown): \_\_\_\_\_

**Please Note:** Groups wishing to show any film on campus must have written permission from the producer of the film, the film must be in the public domain, or the group must have purchased the rights to show the film.

Insurance Certification:

**Please Note:** Insurance is required for all non-university groups requesting use of facilities through Scheduling. Insurance may also be required for any non-university groups or vendors who are working in conjunction with a university group as determined by the office of Risk & Insurance Management.

Food (please include type of food, preparation, distribution/storage details, and any catering info):

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**Please Note:** A current Food Handler Permit is required for any individuals preparing or distributing food on campus. Non-university catering groups may be required to provide insurance or food handler permits. Food is not allowed in any classrooms or auditoria reserved through Scheduling.

Structures to be Erected for Event: \_\_\_\_\_

**Please Note:** Structures include tables, awnings, tents, stages, etc. A structure permit must be on file with Scheduling for any structure that will be erected on campus. The permit requires information on the dimensions and materials of the structure.

Power Requirements and Wattage Needs: \_\_\_\_\_

**Please Note:** Special permission must be granted to tap into the University power system. Generators may be brought on campus, but will require a permit to be parked on a sidewalk.

Noise Levels:

**Please Note:** Groups must meet Noise Control Regulations of the Salt Lake City/County Health Department.

7:00 AM—10:00 PM < 55 decibels  
10:00 PM—7:00 AM < 50 decibels

Sound amplification equipment cannot be used prior to 12:00 noon on class or exam days.

Table/Chair Rental:

**Please Note:** Tables and chairs can be rented through Special Services. Please contact them at 581-8518 for more information. No furniture should be removed from any classrooms or auditoria.

Parking Requirements: \_\_\_\_\_

Custodial Needs: \_\_\_\_\_

Delivery Vehicles/ Sidewalk Access: \_\_\_\_\_

**Please Note:** Vehicles driving on university sidewalks require a sidewalk permit.

Other Needs: \_\_\_\_\_

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A site plan may be requested for outdoor events. Scheduling may notify the following regarding events:

Risk Management:  Security/Police:  Grounds:  Plant Operations:  IMS:

Environmental Health & Safety:  Fire Marshall:  Commuter Services:  Custodial:

For large events, a meeting of these agencies may be required. Before contract is finalized, copies of insurance and Food Handler Permits must be on file.