



RISK MANAGEMENT

Event Organizer:

First & Last Name

Email Address

Event Name

Event Date

Event Time

Event Location

Event Description: Include the list of activities that will be conducted at the event.

e.g. food & beverage, guest speaker, performers, vendors, outside guests, minors, estimated attendance, etc.

(Please attach the description if you have it on another document)

Risk Management

Will there be minors at this event? Yes No

Minors must be always accompanied by an adult parent or legal guardian. The required ratio of chaperone to youth can be found at the matrix below.

Youth Age	Overnight	Day-only
5 years and younger	5	6
6-8 years	6	8
9-14 years	8	10
15-18 years	10	12

Will there be amplified sound at this event? Yes No

Per the campus Time Place and Manor(TPM) policy, amplified sound may not exceed 80 decibels.

Will there be vendors? Yes No

All vendors must be processed by Procurement & Contracts and require an agreement with the campus. Contact Procurement for the procedure on bringing vendors to campus. Off-campus vendors must sign a [liability waiver](#) before coming to campus. The signed waiver should be submitted to riskmanagement@csudh.edu.

Will there be guest speakers? Yes No

Paid guest speakers must be processed through Procurement before the event date. Both paid and unpaid guest speakers must sign a [liability waiver](#) before coming to campus. The signed waiver should be submitted to riskmanagement@csudh.edu. *Note: Only guest speakers outside of CSUDH will need to fill out the liability waiver.

Will a fire marshal permit be required for the event? Yes No

The office of the State Fire Marshal (SFM) requires a special event permit whenever a space is used in a manner that is different than its original intention. For example, if a non-sporting event is held in the Gym, it would require a permit. Events with onsite hot food preparation and those with tents having an area more than 400 square feet also require permits. Instructions for applying for an SFM permit will be provided via e-mail.

Is the surface condition safe for the event? Yes No

Outdoor events should be held on flat firm surfaces to prevent slips, trips, and falls. Sloped or gradient surfaces, those with loose or damaged material and slippery surfaces should be avoided.

University Police

Will there be sales of any items at the event? Yes No

Payment methods should be limited to non-cash options as much as possible, to reduce the potential for robbery.

Will there be any dignitaries or controversial speakers or guests at the event? Yes No

Per the campus TPM policy, University Police will evaluate events and determine if there is a need for onsite security. Per collective bargaining union agreement, campus police have the first right of refusal to provide security services for an event. The police department will provide the event organizer with a quote for these services.

Parking & Transportation Services

Will there be outside guests coming to campus for the event? Yes No

Parking permits are required on campus, day passes can be purchased at the yellow dispensers in each parking lot. Each daily permit is \$10.

Facilities Services

Does the event organizer need any of the equipment listed below? Yes No

Facilities Services can provide tables, chairs and 10X10 canopies to campus event organizers. Facilities does not provide generators or other ancillary power supply. Submit a facilities work order to request any of the equipment that facilities can provide.

Will the event be held in a sprinklered lawn area? Yes No

Facilities Services can shut off sprinkling service prior to and during the event. Submit a facilities work order to request suspension of sprinkling services.

