



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY RISK MANAGEMENT

## On-Campus Events Guidelines

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### **PURPOSE**

The University recognizes that campus activities enhance the academic and co-curricular learning environment. Certain on-campus activities may pose additional exposure of risk to participants and to the University of Colorado ("University"). This guideline is intended to assist Event Coordinators acting on behalf of the University in identifying, addressing, and minimizing risks related to all activities occurring on University property. This guideline is a tool for activity planning.

### **SCOPE**

This document applies to all University and non-University sponsored events. Events on campus vary according to relative hazards and risk exposure for both the participants and the University. These guidelines are to assist in identifying and mitigating increased hazards arising from campus events.

Academic activities should be reviewed in accordance with the appropriate academic review processes and may include [University Risk Management \(URM\)](#) review as indicated.

### **RESPONSIBILITY/ACCOUNTABILITY**

Each event requires pre-planning to ensure appropriate decisions are made with respect to reasonableness of risk. Proper planning includes consideration of potential hazards such as number of attendees, indoor or outdoor venues, use of alcohol, types of activities, parking, security, *etc.*

#### Campus/Departments/Units

Campuses utilize various review and approval policies and procedures for activities and events conducted on campus to minimize risk to participants and the University.

#### Event Coordinators

Event Coordinators are University employees, authorized volunteers or individuals from affiliated or non-affiliated groups who plan, arrange and lead various events.

It is important for Facility Managers and Event Coordinators to ask questions to identify and minimize hazards of any proposed event. Event Coordinators can utilize the URM [On-Campus Risk Assessment and Emergency Planning Checklist](#) as well as campus-specific documents (*e.g.* campus alcohol policies, use of facilities policies, event applications, film/video risk assessments, *etc.*) to assist in the review and approval process.

Depending on the event, Event Coordinators work with Facilities Managers and may coordinate with Police, Parking, Facilities, Grounds, Media Relations, *etc.*, in compliance with University and campus policies on scheduling and use of University facilities.

## University Risk Management

It is not the intent of URM to exclude events or activities but to minimize risk to participants and the University community by following sound risk management principles. URM provides:

- Analysis of the risk factors according to the totality of the activities
- The *On-Campus Risk Assessment and Emergency Planning Checklist* to assist Event Coordinators in identifying a variety of risks
- Insurance requirements applicable to the event
- Guidelines and risk assessment for [Events with Alcohol](#)

Contact your [campus URM](#) for additional assistance.

## **INSURANCE & AGREEMENTS**

### Proof of Insurance (Certificates of Liability Insurance)

[University policy](#) requires third party/non-CU groups to provide proof of liability insurance when using University property. University student groups registered as NON-AFFILIATED/INDEPENDENT GROUPS\* using University property may need to provide proof of insurance depending on the level of risk in their activity. Campus URM will determine if insurance will be required.

Third/party and non-affiliated University groups who do not carry liability insurance may apply for [Special Event Insurance](#) through the Tenant User Liability Insurance Program (TULIP). A certificate of insurance can be generated through this process.

### Camps

Review the URM website for information on [Camp Activities and Camp Insurance](#).

### Contracts /Agreements

Follow University [Contracting Authority Policy](#) before entering into a binding agreement on behalf of the University. AN INDIVIDUAL'S AUTHORITY TO EXECUTE A CONTRACT ON BEHALF OF THE UNIVERSITY IS ONLY ACQUIRED THROUGH WRITTEN DELEGATION.

- Allow adequate lead-time for contract preparation, review and approvals.
- Event coordinators working with non-University sponsors, coordinators, and vendors should assure that the appropriate agreements/contracts are in place with the necessary indemnification language. Refer to the University's Administrative Policy Statement (APS) [Facilities Use by Non-University Groups - Insurance Requirements](#) (APS 7001).
- Contact [University Counsel](#) or [Procurement Services Center](#) for contract review.
- Contact URM for insurance language review and certificate of insurance request.

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\* *The University does not require Independent Student Groups to have advisors; the University does not protect them for Liability, violations of the law, or contractual obligations. These groups are not "public entities" for purposes of governmental immunity.*

## RESOURCES

<b>UNIVERSITY OF COLORADO SYSTEM</b>	<a href="http://www.cu.edu">http://www.cu.edu</a>
Alcoholic Beverage Purchase	<a href="https://www.cu.edu/articles/upload/4018.pdf">https://www.cu.edu/articles/upload/4018.pdf</a>
Contracting Authority	<a href="https://www.cusys.edu/policies/policies/G_ContractingAuthority.html">https://www.cusys.edu/policies/policies/G_ContractingAuthority.html</a>
Facilities Use	<a href="https://www.cu.edu/policies/aps/risk/7001.html">https://www.cu.edu/policies/aps/risk/7001.html</a>
Policies and Procedures	<a href="https://www.cu.edu/policies/">https://www.cu.edu/policies/</a>
Procurement Services Center (PSC)	<a href="https://www.cu.edu/psc/">https://www.cu.edu/psc/</a>
PSC/Alcohol Purchases	<a href="https://www.cu.edu/psc/procedures/PPS/PPS-Alcohol.pdf">https://www.cu.edu/psc/procedures/PPS/PPS-Alcohol.pdf</a>
University Counsel	<a href="https://www.cu.edu/universitycounsel">https://www.cu.edu/universitycounsel</a>
<b>UNIVERSITY OF COLORADO OFFICE OF UNIVERSITY RISK MANAGEMENT</b>	<a href="https://www.cu.edu/risk">https://www.cu.edu/risk</a>
Alcohol Guidelines	<a href="https://www.cu.edu/content/alcoholcampus">https://www.cu.edu/content/alcoholcampus</a>
Alcohol Service Risk Assessment	<a href="https://www.cu.edu/content/riskassessmentsservingalcohol">https://www.cu.edu/content/riskassessmentsservingalcohol</a>
Camps/Camp Insurance	<a href="https://www.cu.edu/content/campactivities">https://www.cu.edu/content/campactivities</a>
Campus Offices	<a href="https://www.cu.edu/content/contacturm">https://www.cu.edu/content/contacturm</a>
Certificates of Insurance	<a href="https://www.cu.edu/content/certificatesinsurance">https://www.cu.edu/content/certificatesinsurance</a>
Claims	<a href="https://www.cu.edu/content/fileclaim">https://www.cu.edu/content/fileclaim</a>
Auto, General Liability, Property	<a href="https://www.cu.edu/content/fileclaim">https://www.cu.edu/content/fileclaim</a>
Work-Related Injuries	<a href="https://www.cu.edu/content/workerscompensation">https://www.cu.edu/content/workerscompensation</a>
Insurance	<a href="https://www.cu.edu/content/insurance">https://www.cu.edu/content/insurance</a>
International Travel	<a href="https://www.cu.edu/content/internationaltravel">https://www.cu.edu/content/internationaltravel</a>
On-Campus Activities Guidelines	<a href="https://www.cu.edu/articles/upload/Campus-Activities.doc">https://www.cu.edu/articles/upload/Campus-Activities.doc</a>
On-Campus Risk Assessment/ Emergency Planning Checklist	<a href="https://www.cu.edu/content/documentsandforms">https://www.cu.edu/content/documentsandforms</a>
Special Event Liability Group Insurance	<a href="http://urm.cusys.edu/events/Special_Event_Liability_Group_Insurance.html">http://urm.cusys.edu/events/Special_Event_Liability_Group_Insurance.html</a>
Use of Volunteers	<a href="https://www.cu.edu/content/documentsandforms">https://www.cu.edu/content/documentsandforms</a>
Waivers and Releases	<a href="https://www.cu.edu/content/documentsandforms">https://www.cu.edu/content/documentsandforms</a>
<b>UNIVERSITY OF COLORADO CAMPUS POLICIES</b>	
Boulder	<a href="http://www.colorado.edu/policies/">http://www.colorado.edu/policies/</a>
Colorado Springs	<a href="http://www.uccs.edu/~vcf/uccspol.html">http://www.uccs.edu/~vcf/uccspol.html</a>
Denver   Anschutz Medical Campus	<a href="http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx">http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx</a>

<b>UNIVERSITY OF COLORADO CAMPUS ALCOHOL POLICIES</b>	
<i>Boulder</i>	
Student Alcohol Policy	<a href="http://www.colorado.edu/alcohol/policies/">http://www.colorado.edu/alcohol/policies/</a>
<i>Colorado Springs</i>	
Alcohol Administrative Policy	<a href="http://www.uccs.edu/~vcaf/docs/100-003%20Alcohol%20Policy.pdf">http://www.uccs.edu/~vcaf/docs/100-003%20Alcohol%20Policy.pdf</a>
Student Code of Conduct	<a href="http://www.uccs.edu/~dos/studentconduct/studentcode.htm">http://www.uccs.edu/~dos/studentconduct/studentcode.htm</a>
<i>Denver   Anschutz Medical Campus</i>	
Alcohol Administrative Policy	<a href="http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Alcohol_UCDenverCampus.pdf">http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Alcohol_UCDenverCampus.pdf</a>
<b>UNIVERSITY OF COLORADO CAMPUS STUDENT GROUPS</b>	
<i>Boulder</i>	
Student Organization Relationships	<a href="http://www.colorado.edu/studentaffairs/sofo/forms/relationship_statement.pdf">http://www.colorado.edu/studentaffairs/sofo/forms/relationship_statement.pdf</a>
<i>Colorado Springs</i>	
Refuge for Organizations, Activities, & Recreation (ROAR)	<a href="http://www.uccs.edu/~sll/clubhandbook-home.html">http://www.uccs.edu/~sll/clubhandbook-home.html</a>
<i>Denver   Anschutz Medical Campus</i>	
Student Assistance Office (Anschutz)	<a href="http://www.ucdenver.edu/life/services/student-assistance/organizations/Pages/default.aspx">http://www.ucdenver.edu/life/services/student-assistance/organizations/Pages/default.aspx</a>
Office of Student Life (Denver)	<a href="http://ucdenver.edu/life/services/studentlife/Pages/StudentLife.aspx">http://ucdenver.edu/life/services/studentlife/Pages/StudentLife.aspx</a>