



The Risk of Special Events

Avoidance and Mitigation



University of Colorado
Colorado Springs

Use of Campus Facilities

Follow the rules:

UCCS: Facilities Use

<http://www.uccs.edu/Documents/vcaf/400-001%20Use%20of%20Univ.%20Facilities.pdf>

UCCS: Facilities Use by Non-University Groups – Insurance Requirements

<https://www.cu.edu/policies/aps/risk/7001.html>

Commercial & Solicitation Activities:

<http://www.uccs.edu/Documents/vcaf/policies/800-001%20Commercial%20%20Solicitation%20Activities%202012.pdf>

University Risk Management: On Campus Risk Management Guidelines and Risk Assessment <https://www.cu.edu/risk/> James.Duvall@cu.edu

Approvals, Permits, Procedures

Depending on the nature of your fund raising event, your event may require approval from : Student Life and Leadership, Facilities Services, Public Safety, Risk Management

Contact the respective resource for the following:

- Activities that may impact roads, sidewalks, parking, traffic :

Lieutenant Brian McPike

bmcpike@uccs.edu

255-3058

- Campus Police:

Lieutenant Clayton Garner

cgarner@uccs.edu

255-3924

- Environmental Health and Safety

Ron Honn

rhonn@uccs.edu

255-3201

Approvals, Permits, Procedures

Depending on the nature of your fund raising event, your event may require approval from : Student Life and Leadership, Facilities Services, Public Safety, Risk Management

Contact the respective resource for the following:

- Insurance or waivers (University Risk Management)

James Duvall

James.Duvall@cu.edu

255-3525

- Use of equipment/tables/chairs/tents, Setup

Facilities Services

255-3313

Scheduling

ucsched@uccs.edu

255-3471



University Advancement » What we do »

University Events

The Office of University Events coordinates major university events for the University of Colorado Colorado Springs. We work closely with the Chancellor's Office and the CU Foundation on coordination of roughly 60 events per year from business leader lunches to large-scale fundraising events.

A few major events where you might see us are Convocation, building dedications, groundbreakings, the Karen Possehl Women's Endowment (KPWE) Unstoppable Women Luncheon, annual scholarship-related events, events for the Retired Faculty and Staff Association and activities for the UCCS University Club.

How We Can Help

While we cannot plan every event on campus, we have developed resources to assist you in making your event – no matter how large or small – a success. A few of the resources we've designed to assist you are as follows:

- [Frequently Asked Questions about Event Planning](#)
- [Event Planning Checklist: A Step-by-Step Event Planning Guide](#)
- [Driving Directions and Parking Instructions PDF](#)
- [Event Invitation Template](#)

We're also happy to answer any questions that you have as well, so if you have questions that these documents do not address, [please let us know](#).

What we do:

[Alumni Relations](#)

[Branding](#)

[Community & Regional Relations](#)

[Government Relations](#)

[Internal Communication](#)

[Marketing](#)

[Media Relations](#)

[Photography Coordination](#)

[Social Media](#)

[University Events](#)



UC

- Home
- About Us
- Event Services and Scheduling
- Schedule an event
- Advertising
- Departments & Programs
- Advisory Boards

Event Services and Scheduling

www.uccs.edu/uc ☐ phone: (719) 255-3471 ☐ Fax: (719) 255-3230 ☐ Email: ucsched@uccs.edu

The University Center, Event Services and Scheduling office coordinates departmental use of meeting and event space for UCCS staff, faculty and student clubs and various campus organizations.

In addition to reserving meeting and event space we are also happy to provide a number of resources for your planning needs. If you are not faculty, staff or part of the UCCS student body, please contact the [Conferences Services \(click here\)](#) department to schedule your event.

Audio Visual

We are happy to provide support and advising for your event. Whether it's embedded video, wireless microphones, musical performance, we are dedicated towards making sure that all your technical requirements are met.

Event Advising

If you are looking for that perfect place to hold your campus meeting, we can help you find the right room. All events large and small, our experienced staff is ready to help plan your perfect event.

Event Design

We are dedicated to serving all your needs, so you can concentrate planning a wonderful event. Customizing every event to your specific needs we will design a room layout, provide reservation confirmation and confer with you to ensure a quality.

Use of Off-Campus Facilities

Public venues

- Agreement may be required
- Insurance certificate requirements

Licensed venues

- No private event application required

Risk Management Guidelines

Office of the President About CU CU Offices Newsroom Board of Regents CU for You CU Campuses

Search cu.edu

Documents and Forms

UNIVERSITY RISK MANAGEMENT

Home

About University Risk Management

File A Claim

Insurance


Documents and Forms

Activities On and Off Campus

Other Resources

Professional Risk Mgmt., Patient Related

Contact URM



WAIVERS/RELEASES/NOTICES/CONSENTS

- [Authorized Volunteer Agreement, Notice of Risk, and Waiver of Responsibility](#)
- [Consent for Minors in Labs NIH Format](#)
- [General Notice to Participants of Risk /Waiver of Responsibility \(español\)](#)
- [Travel Agreement, Notice of Risk, and Waiver of Responsibility](#)

ACTIVITIES


- [Camp](#)
 - [Camp Activities Best Practices & Guidelines](#)
 - [Camp Insurance Application](#)
 - [Camp Risk Assessment Guide](#)
 - [Camp Waiver, Emergency and Medical Info](#)
- [Campus Activities](#)
 - [Alcohol on Campus](#)
 - [Alcohol Risk Assessment](#)
 - [Off-Campus Activity Guidelines](#)
 - [Off-Campus Activity Risk Assessment/Emergency Planning Checklist](#)
 - [On-Campus Activity Guidelines](#)
 - [On-Campus Activity Risk Assessment/Emergency Planning Checklist](#)
 - [Use of Private Aircraft Authorization Request](#)
 - [Private Pilot Application](#)
- [Film/Video Projects](#)
 - [Film & Video Project Process \(Boulder campus only\)](#)
 - [Film & Video Project Risk Assessment \(all campuses\)](#)
- [International Travel](#)
 - [International Travel Guidelines](#)
 - [International Travel Risk Assessment/Emergency Planning Checklist](#)

INSURANCE

- [Additional Insured Letter](#)
- [Research Information](#)
- [TULIP \(Tenant User Liability Insurance Program\) Website Instructions](#)
- [TULIP \(Tenant User Liability Insurance Program\) Special Events Brochure](#)
- [UCCS Academic Placement Certificate of Insurance \(COI\)](#)
- [University of Colorado Sample: Certificate of Insurance \(COI\)](#)

UNIVERSITY RISK MANAGEMENT GUIDELINES

- [Camp Activities Best Practices & Guidelines](#)
- [Emergency CCI/Choir Evaluations](#)



Did You Know?

In fall 2010, the total student headcount enrollment among CU's four campuses was **57,361**.