EXTERNAL EVENT USE POLICIES

EXTERNAL EVENT POLICIES AND GUIDELINES

1) Tents
   a. Tent locations must be selected by the event organizers ten (10) days prior to the event. Such locations must be pre-approved by the University prior to installation.
      i. Tents requiring stakes located other than inside the track area will require utilities to be professionally located and marked to insure that University utilities are not damaged. Any cost for this service shall be borne by the event organizers.
   b. Any framed tents more than 200 square feet and any open-sided canopies more than 400 square feet must be pre-approved by the University.
      i. Once installed such tents must be inspected and approved by the Jackson Township Fire Department at least two days prior to the event.
         1. Inspections rejected two days prior to the event may give cause to the University to cancel the event. In such instances, the event sponsor assumes total liability for such cancellations and the University will assume no cancellation liability.
         2. The event organizers shall provide the University a copy of the Jackson Township Fire Department approved inspection certificate.

2) Restroom Facilities
   a. The University is not staffed to maintain its restroom facilities before, during or after external events. Therefore, external events are to provide portable restroom facilities.
   b. Event responsibilities regarding portable restroom facilities:
      i. All rental and related costs.
      ii. Maintenance of the facilities before, during and after the event.
      iii. Vendor pick up of the facilities usually twelve (12) hours and no later than twenty four (24) hours after conclusion of the event.
      iv. Insuring that the area where the facilities are located are left in the same condition prior to the event.
      v. Providing a copy of the rental agreement to the University at least twenty four (24) hours prior to the event.
      vi. The external event assumes all liabilities related to portable restroom facilities.

3) Banners
   a. Banners and other similar items are permissible. However, such items are to be approved by the Jackson Township Zoning Office no later than twenty four (24) hours prior to the event.
      i. The University is to be provided copies of approved Zoning certificates.
   b. Banners will be installed by University staff for a cost based on time and materials for a time period designated by the University.
      i. All banners, whether installed by the University or the event organizers shall be removed usually twelve (12) hours and no later than twenty four (24) hours after conclusion of the event.

4) Alcohol
   a. Event organizers shall obtain all appropriate State of Ohio alcohol permits no later than thirty six (36) hours prior to the event.
   b. The University shall be provided copies of all alcohol related approved permits no later than twenty four (24) hours prior to the event.
   c. Event organizers shall ensure:
      i. That a secured area for alcohol consumption is clearly defined.
      ii. That only those individuals 21 years of age and older may enter designated alcohol service areas.
      iii. That no alcohol is consumed/taken out of designated alcohol areas.
      iv. That the event adheres to all federal, state and local laws governing alcohol consumption.
   d. The external event assumes all liabilities related to alcohol consumption.
   e. The University shall be furnished with a written liability release regarding all alcohol related instances.

5) Security
   a. The external event shall provide adequate, professional security to control participants and attendees.

6) Transportation
   a. University approved parking lot(s) will be available for use; however, parking space must be provided at no charge for University personnel, faculty, staff employees and students as necessary for the proper operation of the University and any events or scheduled classes.
   b. Unless specifically authorized by the University, parking is prohibited on grass or other non-paved surfaces.
7) Other
   a. The University will make available to the event existing trash and recycling dumpsters.
      i. Depending upon the size and nature of the event, additional dumpsters may be required to ensure proper sanitation. The University will determine if additional dumpsters are necessary. If additional dumpsters are necessary, the University will procure additional dumpsters from the University’s vendors. The event organizers will be totally responsible for all related additional dumpster costs.
      ii. The University will provide the location of these dumpsters to the event organizers.
      iii. The event organizers are responsible for transporting collected trash and recyclables to designated University dumpsters.
      iv. The event organizers shall provide trash receptacles and all appropriately labeled recycling containers to be located throughout the event in order to maintain cleanliness at all times.
   b. The University provides access to its property however it cannot provide any event related equipment.
   c. Event organizers must notify all local authorities (i.e. Jackson Township Police, Fire and EMS) of the date and time of the event as well as the anticipated number of participants. The University shall be provided with all copies of approved permits and approved certificates at least twenty four (24) hours prior to the event or risk cancellation of the event.
   d. The University will assume no liability for the event.
   e. Event organizers shall name the University as an additional insured in a policy providing for general liability insurance in the amount of two million dollars ($2,000,000) and provide the University with a Certificate of Insurance no later than twenty four (24) hours prior to the commencement of the event.
   f. The event organizers assume total liability for any damage to University property.
   g. Event organizers shall provide the University with a refundable $500.00 security deposit.
      i. The security deposit shall be returned to the event organizers within twenty four (24) hours after the conclusion of the event if all stated conditions above have been met to the satisfaction of the University.
   h. The University’s Facilities personnel shall have total access to the external event as needed.
   i. The University’s Senior Facilities Manager or a designee shall be the contact for the University regarding all matters.