

# EVENT PLANNING INFORMATION

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with Whitney Broetje

## Reserving Spaces

If you would like to reserve a space on campus you may work with multiple departments, depending on which space you are reserving. Please make reservations **at least 3 weeks in advance**.

For ALL space reservations on campus, go to the SPU Room Finder at <http://roomfinder.spu.edu>

The Room Finder service will direct you to the appropriate room approver on campus. For any spaces not available on Room Finder, contact your advisor.

## Advertising

### How you can advertise an event on the SPU campus:

1. Loopy: Weekly electronic newsletter emailed to all Undergraduates  
Submit request at [https://spu.formstack.com/forms/loopy\\_submission](https://spu.formstack.com/forms/loopy_submission)
2. The Falcon: Submit an advertisement  
Email [falcon-ads@spu.edu](mailto:falcon-ads@spu.edu) or call 206-281-2104  
<http://www.thefalcononline.com/advertising.php>
3. Vendor Tables: Reserve a table in the SUB through OSIL AA
4. Post fliers/posters around campus  
MUST comply with the Posting Policy (see below) and MUST be approved by Unicom.
5. Stall Talk — Email [ASSPStallTalk@gmail.com](mailto:ASSPStallTalk@gmail.com) with your event details

### SPU Posting Policy

1. All signs, posters, flyers, pamphlets and table tents for distribution in and around the SUB, Weter Lounge, and Gwinn must be approved by the Unicom desk. You may post 3 fliers in the SUB, 2 in Weter Lounge, and 1 in Gwinn. Please use the thumb tacks or staples on the bulletin boards and painters tape or sticky tack on the appropriate walls. Items may be posted for up to 2 weeks.
2. Signs must include a name and contact number for the sponsoring organization
3. Items may not be affixed to any outdoor campus spaces, including walls, light poles, trees, windows, doors, or other non-designated areas.
4. Posting on department boards or in the academic buildings must receive the approval of the person responsible for the board.
5. Posters larger than 24" by 35", banners, and other non-traditional items require special approval from the OSIL Director.
6. Materials posted in the residence halls require the approval of a Residence Life Coordinator or Hall Council Publicist.
7. All materials posted improperly and/or those that do not have the Unicom approval stamp will be removed. Individuals and organizations are held responsible for costs incurred in removing improperly posted items and are also liable for any damages caused by improper postings.

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### **Description of Designated Areas for posting**

Materials may only be posted in approved areas:

- Student Union Building (two postings per organization): bulletin boards, wall space adjacent to the north staircase
- Table tents in SUB are permitted with permission from the SUB Manager (submanager@spu.edu).
- Weter Memorial Hall (two postings per organization): bulletin board, wall space to the right of the fireplace, pillars
- Gwinn Commons (one posting per organization): Bulletin board
- No posting is permitted on windows or walls displaying artwork

Submit proposals for graphic design work from ASSP at [sharepoint.spu.edu/assp](https://sharepoint.spu.edu/assp) under the “Publicist Proposal” section. Ministry groups work with the Ministry Marketer.

## **Risk Management**

### **What is Event Risk Management?**

We believe that our role is to balance student creativity with responsibility so that you can learn from experiences in a safe environment. Our goal is to help student organizations plan and host programs and activities where everyone can have a safe and fun experience.

### **What do I need to consider before I start planning an event?**

Consider both the seriousness of the risks associated with the activity and the likelihood of something going wrong. If the planned activities could result in severe injury or death, or probability is high for accidents to occur, you may need to reconsider the nature of the event.

While not all high-risk events are prohibited, it is important to consider ways to reduce risks and prevent problems for your organization and the University. Also, for activities with elevated risk, student organizations may be required to have participants sign an Assumption of Risk and/or Release of Liability Form.

### **Assumption of Risk and/or Release of Liability Form – A.K.A “Waiver”**

#### **What is a waiver?**

A waiver is a document that provides a participant with information about risks involved in an SPU event and states that the participant is responsible for his or her own well-being. A waiver may state that the participant in the activity assumes the risks associated with the activity (e.g., that the participant is aware of the risks involved and voluntarily chooses to participate anyway), and/or that the participant releases SPU from any legal liability for harm or loss resulting from the event (e.g., the participant agrees it will not sue SPU if the participant is injured or suffers damage to personal property).

Anyone who is asked to sign a waiver has the right to request changes which can be handled through SPU Risk Management. While no one will be forced to sign a waiver, a person who refuses to sign and return a waiver for an SPU event may not be allowed to participate in the event.

#### **When do I need one?**

Generally, waivers are required for activities with greater risk of personal injury or property damage,

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and/or where the University has less control over the activity. While there is not a comprehensive list of which events require a waiver and which do not, the following guidelines illustrate when a waiver is likely to be required:

Long-distance travel. SPU's general policy is that it does not coordinate transportation to and from off-campus events and that students are responsible for their own travel arrangements. However, where there are exceptions to this policy (e.g., certain instances of out-of-state travel), a waiver may be required. If SPU charters buses to provide transportation, a waiver generally is not required, but selection of the bus company should be discussed with SPU Risk Management. Also, events for classes, while not strictly subject to these rules, may have similar field trip or other forms and policies.

Retreats. Retreats may or may not require a waiver depending on the destination and activities involved. If a retreat involves more than just indoor, passive activities, please submit a waiver request so that SPU Risk Management may determine whether a waiver is needed.

Physical games and activities. Games and activities that involve risk of physical injuries likely will require a waiver, particularly if the event has a high risk of collision, involves travel for competition, or has unusual aspects that are not commonly practiced. Sports clubs generally are required to have participants complete a waiver annually.

Activities involving animals. Events involving animals (e.g., horseback riding, petting farms) generally require waivers.

Hall Balls / Banquets: These types of events generally do not require a full waiver but do involve some liability disclaimers and should be submitted for evaluation using the waiver request system.

Activities involving outside groups and/or minors: If an event is available to the public, and/or if an event involves minors, a waiver will almost always be required.

Off-campus service projects: Off-campus service projects generally require a waiver, particularly if the service involves rigorous physical activity.

Conferences: Conferences generally do not require a waiver, but may require field trip or other forms. Please discuss this with the conference organizer.

Hiking and camping: Light, day-hikes generally do not require waivers, but strenuous hikes and/or overnight camping likely will require a waiver, particularly if any cooking with an open flame is contemplated.

If you are not sure if you need a waiver for your event please submit a waiver request, and you will be contacted by SPU Risk Management. Also, even if a waiver is not required, the activity may be subject to University policies intended to mitigate risk, and SPU Risk Management may be able to assist you in following University policies and promoting safety in connection with your event.

### **How do I request a waiver?**

Fill-in and submit a waiver request on SharePoint at:

<https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx>

### **How long does it take to get a wavier?**

Please allow at least two weeks from the date of request to the date the waiver is needed to process a waiver. It is not feasible to obtain waivers and get them signed at the last minute.

### **What do I do with the signed forms?**

Signed waivers should be turned in to the coordinator before the event and forwarded to SPU Risk Management.

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### Transportation

Academic courses usually do not require the transportation of Seattle Pacific University students from campus to another location unless so stated in the course syllabus. If the course or event is to be convened at a remote location, students will be required to provide their own transportation to the site. Unless specifically stated, the University normally assumes no responsibility for determining transportation of students to the site of a course or to nonacademic activities, whether such activities occur on or off campus. Students will be responsible for their own transportation to such activities.

If transportation of SPU students is in University-owned or sponsored vehicles, drivers must have passed a defensive driving course, possess a current driver's license, and have authorized a check of their driving records. Safety and Security need not be notified of all officially sponsored travel.

Any exception to this policy must be approved in advance and in writing by the Senior Vice President for Planning and Administration.

### Chalk

No chalk is allowed anywhere on red brick. No chalk on the surfaces of Martin Square, 5th Ave Streetscape, or the stairs from Gwinn to 6th Ave. No chalk around Eaton Hall pavement or the Emerson Hall entry pavement. No chalk is allowed on vertical surfaces. You can use chalk on the sidewalk in front of McKenna between Emerson and the Bookstore, and on the opposite side of the street from 5th to 3rd Ave. Also the sidewalk from Marston to the SUB, past Peterson. Chalk needs to be water-soluble and removed within 24 hours after an event with water, a broom, and a towel. If SPU Facilities is required to remove your chalk from the sidewalk, your group will be charged a cleaning fine.

### Contracts

#### **PERFORMANCE AGREEMENTS:**

#### **What is a Performance Agreement?**

The Performance Agreement is a standard form developed by SPU and is needed for speakers, bands, and performers of any kind coming to campus to be part of an SPU event or activity. Because the form was created by SPU, the contract language does not need to be reviewed by SPU Risk Management. These are legally binding contracts, so fill them out correctly and have them signed by all performers and/or vendors whose services you use. It is customary and professional to pay the performer/speaker the day the services are rendered.

#### **Where do I get a Performance Agreement?**

Performance Agreements can be obtained from the Risk Management SharePoint site for contract templates, <https://sharepoint.spu.edu/OPA/Risk/SitePages/Contract%20Templates.aspx>.

#### **Who signs a Performance Agreement?**

Performance Agreements must be approved and signed by an SPU Director or other authorized staff person. They must also be signed by the performer or vendor you are hiring.

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### **What do I do with the Performance Agreement?**

You must turn in the signed form to SPU Risk Management, Demaray 250. A completed performance agreement along with the performer's W-9 must be turned in with any request for payment to the Finance Office. The performer cannot be paid without this form.

**VENDOR CONTRACTS** (these originate with the person or company you are hiring):

### **Can I review and sign a contract on my own?**

**NO.** Students **MAY NOT** sign any contract on behalf of the University without the signature of an SPU Director or other authorized staff person.

### **Who can review and sign a contract?**

All contracts involving Seattle Pacific University made with outside vendors must be submitted to SPU Risk Management. Contracts need to be reviewed and approved for signing by SPU Risk Management in order to protect you and SPU from any liability issues that may arise. An SPU Director or other authorized staff person must sign the contract.

### **How long will it take to review a contract?**

Please allow approximately one month for contracts to process.

### **For questions contact:**

Risk Management – 206-281-2777  
Demaray Hall 250, Mail Stop #103

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