

EVENTS

PRESENTED BY RISK MANAGEMENT



RISK MANAGEMENT ON EVENTS



PACIFIC ON-CAMPUS

THIS EVENT TYPE WOULD INCLUDE EVENTS SPONSORED BY THE UNIVERSITY AND HELD ON A UNIVERSITY PROPERTY. EXAMPLE EVENTS INCLUDE: STUDENT CLUBS, STUDENT WELCOME, COMMENCEMENT AND HOMECOMING



PACIFIC OFF-CAMPUS

THESE EVENTS ARE SPONSORED BY THE UNIVERSITY BUT THE ACTUAL EVENT IS HELD AT A NON-PACIFIC PROPERTY. EXAMPLE EVENTS INCLUDE: ACADEMIC FIELD TRIP, PROGRAM FUNDRAISER, DIVISION RETREAT, COMMENCEMENT.



THIRD PARTY

EVENTS IN THIS CATEGORY INCLUDE THOSE SPONSORED AND HOSTED BY A PERSON OR ORGANIZATION OUTSIDE OF THE UNIVERSITY BUT HELD ON A UNIVERSITY PROPERTY. EXAMPLE EVENTS INCLUDE: WEDDINGS, WALKS AND RUNS, FRATERNAL ORGANIZATIONS, MEMORIAL SERVICES, HIGH SCHOOL GRADUATIONS.

PACIFIC ON-CAMPUS

VENDORS

THIRD PARTIES WHO PROVIDE SERVICES AT YOUR EVENT WILL NEED:

- 1. A CONTRACT BETWEEN PACIFIC AND THE VENDOR. SEE PROCUREMENT SERVICES FOR FURTHER INFORMATION.**
- 2. CERTIFICATE OF INSURANCE. LIMITS AND OTHER INSURANCE REQUIREMENTS WILL BE OUTLINED BY THE CONTRACT.**

***VENDORS INCLUDE BUT ARE NOT LIMITED TO:
CATERERS, ENTERTAINMENT, EQUIPMENT RENTAL:***

ALCOHOL

IF ALCOHOL WILL BE PART OF YOUR EVENT

1. RECOMMEND BARTENDING VENDOR SUCH AS BON APPETIT OR OTHER SUCH VENDOR WHO

- A. MAINTAINS LIQUOR LICENSE**
- B. EMPLOYS TRAINED BARTENDERS**

2. FOLLOW PROTOCOL ESTABLISHED BY PUBLIC SAFETY AND STUDENT LIFE WHICH INCLUDES BUT IS NOT LIMITED TO:

- A. REQUIRED PACIFIC ID & GOVERNMENT ISSUED PHOTO ID**
- B. CLOSED OFF AREA WHERE ALCOHOL IS SOLD/SERVED/CONSUMED.**

ACTIVITIES

IF YOU PLAN TO INCLUDE THESE OR OTHER ACTIVITIES WHICH MAY CREATE THE POTENTIAL FOR INJURIES AND/OR PROPERTY DAMAGE PLEASE CONTACT RISK MANAGEMENT;

- 1. MUSICAL ENTERTAINMENT**
- 2. FIRE/FIREWORKS**
- 3. MINORS IN ATTENDANCE**
- 4. ANIMALS**
- 5. VENDOR SALES**
- 6. ALCOHOL**
- 7. NOT EMPLOYMENT OR COURSE REQUIREMENT**
- 8. FOOD TRUCKS**

PACIFIC OFF-CAMPUS

EVENT SITE

THE EVENT SITE/LOCATION WILL MOST LIKELY REQUIRE:

- **A CONTRACT BETWEEN PACIFIC AND THE SITE. SEE PROCUREMENT SERVICES FOR FURTHER INFORMATION.**
- **CERTIFICATE OF INSURANCE. LIMITS AND OTHER INSURANCE REQUIREMENTS WILL BE OUTLINED BY THE CONTRACT.**

ACTIVITIES

- **EVENT ACTIVITIES MAY BE LIMITED BY THE WRITTEN CONTRACT.**
- **IF YOU PLAN TO INCLUDE ACTIVITIES WHICH MAY CREATE THE POTENTIAL FOR INJURIES AND/OR PROPERTY DAMAGE PLEASE CONTACT RISK MANAGEMENT**

THIRD PARTY ON-CAMPUS

THIRD PARTY IS DEFINED

AS A PERSON OR

ORGANIZATION NOT

AFFILIATED WITH PACIFIC

- **THIRD PARTIES WHO HOLD THEIR EVENT ON PACIFIC PROPERTY WILL NEED:**

- ✓ **A FACILITY USE AGREEMENT BETWEEN PACIFIC AND THE THIRD PARTY HOSTING THE EVENT.**
- ✓ **CERTIFICATE OF INSURANCE. LIMITS AND OTHER INSURANCE REQUIREMENTS WILL BE OUTLINED BY THE FACILITY USE AGREEMENT.**

VENDORS CONTRACTED BY THE THIRD PARTY TO PROVIDE SERVICES AT THEIR EVENT (CATERERS, PHOTOGRAPHERS, ETC,) MUST COMPLY WITH PACIFIC POLICY.

ACTIONS OF THE VENDOR ARE THE RESPONSIBILITY OF THE THIRD PARTY.

QUESTIONS?

RISKMANAGEMENT@PACIFIC.EDU