**Section I: Event Basics**

<table>
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<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Organization Name:</td>
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<tr>
<td>Date of Event:</td>
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<tr>
<td>Title of Event/Activity:</td>
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<tr>
<td>Number of People Attending:</td>
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<tr>
<td>Set Up Time:</td>
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<td>Start Time:</td>
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<tr>
<td>End Time:</td>
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<td>Teardown:</td>
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<td>Location:</td>
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<td>Backup Location:</td>
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</table>

Please list any co-sponsoring organizations:

**Section II: Event Coordinator (primary contact)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>E-Mail:</td>
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<tr>
<td>Title:</td>
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<td>Phone:</td>
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**Section III: Type of Event (Check all that apply)**

- Sports/Competitions
- Concert
- Speaker
- Theme Week (identify):
- Conference/Seminar/Retreat
- Fundraiser
- Raffle/Gambling
- Social Activity (identify):
- Table/Display
- Program
- Run/Walk

**Section IV: Pre-Event Planning**

Many of the items below have restrictions or require special permission. You will be notified if action needs to be taken on certain items. Please respond to the following questions:

- Is the event open to the public? 
  - Yes
  - No
  - If yes, to whom?

- Will admission be charged? 
  - Yes
  - No
  - If yes, how much?

- Will non-food items be sold? 
  - Yes
  - No
  - If yes, list items:

- Will non-university vendors be contracted for service? 
  - Yes
  - No
  - If yes, who?

- Will staging, lighting or amplified sound be used? 
  - Yes
  - No
  - If yes, list items:

- Will animals be part of the activity? 
  - Yes
  - No
  - If yes, see # 3
  - Contact Office of Risk Management 294-7711

- Will alcohol be served? 
  - Yes
  - No
  - If yes, see # 2
  - Contact Office of Risk Management 294-7711

- Will a fireworks display be requested? 
  - Yes
  - No
  - If yes, see # 12
  - Contact Office of Risk Management 294-7711

- Will minors be part of the activity? 
  - Yes
  - No
  - If yes, see # 10
  - Contact Office of Risk Management 294-7711

- Will food or beverages be served or sold? 
  - Yes
  - No
  - If yes, see # 13
  - Contact Office of Risk Management 294-7711

- Are non-ISU students or non-employees volunteering? 
  - Yes
  - No
  - If yes, see #28
  - Contact Office of Risk Management 294-7711

- Will a university vehicle be used? 
  - Yes
  - No
  - If yes, see #27
  - Contact Office of Risk Management 294-7711

**Facilities Services:**

- Is electricity needed? 
  - Yes
  - No
  - If yes, for what?

- Will trash receptacles be requested? 
  - Yes
  - No
  - Recommened 1 container per 50 participants; charges will apply

- Will anything be staked into the ground (tents, signs, banners, etc)? 
  - Yes
  - No
  - A charge for locating underground utilities is required for anything staked into the ground and it requires 5 class days notification

**Security and Parking:**

- Is parking needed? 
  - Yes
  - No
  - If yes, see #24
  - Contact ISU Parking 294-3388

- Is security needed? 
  - Yes
  - No
  - If yes, see #24
  - Contact ISU Police 294-4428

**Advertising, Solicitation and Sponsorship:**

- Will the event be advertised? 
  - Yes
  - No
  - If yes, see #20

- Will money or donations be collected? 
  - Yes
  - No
  - If yes, see #14
Section V: Event Description
Please provide or attach a detailed description and itinerary of the event/activity that you are planning:


Section VI: Student Organization Information and Signatures

Your signature indicates that you have read and will comply with the Event Authorization Terms and Conditions outlined by the committee in the attached page. In addition, you agree that your organization will abide by university policies and procedures that apply to this event and assume responsibility and guarantee payment for damages to university property.

1. Event Coordinator (listed in Section II)
   
   Name (Please Print):
   
   Signature:
   
   Date:

2. Organization Treasurer
   
   Name (Please Print):
   
   Signature:
   
   Date:

Organization Advisor Information

Name (Please Print):

Phone:

Email:

Address:

ISU Staff Position:

Signature and Date

FOR OFFICE USE ONLY

Date of Request: __________________________

Request Received By: ________________________ Date: __________________________

Entered on Calendar: ___________ □ am □ pm

EAC Meeting Time Scheduled: □ yes □ no

Contact: ____________________________ MTG Date: ____________________________

Authorization Signatures:

EAC Chair
3630 Memorial Union 294-7226

Date

Recreation Services
119 Lied Recreation Center 294-0386

Date

MU Event Management Office
3630 Memorial Union 294-1437

Date

Department of Residence
1203 Friley 294-6428

Date

ISU Police
Armory 294-4428

Date

Office of Risk Management
3618 Administrative Services Bldg 294-7711

Date

Facilities Planning and Management
152 General Services Building 294-0692

Date

Environmental Health and Safety
1122 EHSSB 294-8610

Date

Memorial Union, Student Activities
1560 East Student Office Space 294-8081

Date

Building Supervisor
Info Available at Event Management Office

Date

ISU Dining Services
3630 Memorial Union 294-0991

Date

Room Scheduling
125 General Services

Date
ACTIVITY AUTHORIZATION TERMS AND CONDITIONS

1. Accountability: Sponsors of an activity are responsible for actions resulting from the activity.
2. Alcohol: Alcoholic beverages may be permitted in a limited number of cases where special social events are being scheduled. Requests for the use of alcohol must be made to the Vice President for Business and Finance well in advance of the event to allow adequate time for due consideration and a decision.
3. Animals: The approval for animal use in activities or special events requires both the EAC Activity Authorization form and the “ISU Student Organization Event Authorization Committee Form - USE OF ANIMALS IN SPECIAL EVENTS.” This form is available on the Office of Risk Management website and must be completed and submitted to the Office of Risk Management for review prior to your presentation to the Event Authorization Committee meeting. All activities or special events involving the use of live animals by student organizations must meet with the Event Authorization Committee (EAC).
4. Assumption of Risk, Waiver and Release of Liability Forms: Assumption of Risk, Waiver and Release of Liability forms may be required to provide participants with a better understanding of the responsibilities or risks associated with participating in an event or activity. The Office of Risk Management may require waivers for participants.
5. Authorization: This event is not considered authorized until all affected departments have approved and payment is arranged for services.
6. Central Campus:
   a) Vehicles: Driving and parking vehicles on Central Campus is prohibited. Contact the Office of Facilities Planning and Management for placement of grills, tents, etc.
   b) Loading/Unloading: Loading and unloading can be done from designated parking lots and service areas with a special permit. Contact the Office of Facilities Planning and Management to coordinate these special requests.
   c) Times: Groups sponsoring activities on Central Campus during the noon hour should realize that the time period between 11:45am to 12:15pm Monday through Friday is reserved for carillon recitals. No testing of electrical equipment or warm-up of musical equipment is to occur before 4pm during the class week.
7. Clean-Up: The sponsoring group is responsible for clean up of the area they have reserved. Sponsors of activities that include distribution of leaflets or literature must police the area within 500 feet for discarded materials. If materials are not cleaned up, the organization will be charged for clean-up costs.
8. Contracts: Specific rules for signature authority exist for student organizations. Individuals authorized to sign contracts are obligated to be familiar with the University's policies and procedures regarding contracts. The individual with signature authority for your organization will be available by contacting ISU’s purchasing agent assigned to purchase the specific good(s) or service(s). Refer to the Staff Commodity List at the Purchasing website for a list of commodities and the Agents who handle them. Contract insurance and liability language is reviewed by the Office of Risk Management.
9. Disruptions: Activities may not substantially interfere with academic or administration activities or previously scheduled activities. Activities may not disrupt free flow on sidewalks or streets. The sponsoring group is responsible for ensuring that the activity (including the audience) stays within the appropriate area.
10. Events Involving Minors: Student organizations that sponsor events involving children who are under the age of 18 (minors) must consider the full impact of activities occurring during the event or program and assume additional responsibilities in taking appropriate measures to minimize reasonably foreseeable hazards to minor participants. All student organizations events that will include minors must meet with the Event Authorization Committee to review the activities and receive authorization prior to advertising the event or program. Parental Permission forms will be prepared by the Office of Risk Management and in some cases background checks for organization members may be required.
11. Fires, Firearms or Weapons: The Board of Regents, State of Iowa has set rules that cover the authorization of use of fire, firearms and weapons (681 Iowa Administrative Code 9.1). The definition of weapons is outlined in 681 Iowa Administrative Code 13.14(5). Fire arms that are created and modified for safe use for starting sporting events or theatrical events are permitted under the supervision of faculty or staff responsible for such events. Fires on or off campus as a part of a student event must meet with the Event Authorization Committee to review the activities. All other student activities involving fire and weapons must be reviewed by the Office of Risk Management.
12. Fireworks: The use of fireworks, pyrotechnics, sky-tracker lights and laser or flame effect displays is prohibited in the City of Ames except when done in accordance with a permit authorized by the City Council (Section 727:2 Code of Iowa). The ISU policy for the use of these types of displays coordinates with the City of Ames procedures. The policy covers the use of displays for events including but not limited to, ceremonies, banquets, science demonstrations, theatrical or concert performances on property owned by Iowa State University. All student activities that propose to use fireworks, pyrotechnics, sky-tracker lights and laser displays must meet with the Event Authorization Committee to review the activities. Approved events must contact the Office of Risk Management to obtain an Application for Use of Fireworks.
13. Food/Beverages: Student organizations must adhere to State of Iowa Food Code (Section 481-31.12(137F)) and the ISU procedures for food sales or service. Listed below are the minimum requirements for food serving procedures:
   a) Agreement/Insurance: All organizations are required to complete a Food Agreement for each event that will be selling or serving food and submit it to the Office of Risk Management. The Agreement must indicate if food will be provided by the organization or by a caterer. Caterers must be licensed by the State of Iowa and provide the Office of Risk Management a Certificate of Insurance. Contact the Office of Risk Management for an Insurance Fact Sheet to provide to the vendor/caterer for required insurance certificate limits and language.
   b) Training: Food that is handled or prepared improperly can cause food borne illness. Student organizations that plan to prepare or serve food or beverages must be aware of the procedures for handling food. Therefore, all organization members who serve or handle food must have annual Food Handling Training. Records of this training reside in the Office of Risk Management.
   c) Food Permits: ISU student organizations are categorized as non-profit organizations for food regulations. Non-profit temporary food establishments are restricted to serving or selling food one day per week. A week runs from Sunday thru Saturday. Student organizations that will be serving food or selling food more than one day a week are required to purchase a temporary license. To assist with the permit or licensing process, contact the Office of Risk Management. A copy of the license must be provided to the Office of Risk Management and a certificate of insurance may be required from the organization.
14. Fundraising: Credit card fundraising is prohibited on campus. Raffles and other forms of gambling must be registered through the Campus Organizations Accounting Office (3578 Memorial Union • 515/294-1633). SOLICITATION POLICY MUST BE FOLLOWED.
15. Indoor Events: Events held indoor in a university facility must not conflict with university programs and events and must be compatible with the purpose of the facility or particular area used. Organizations should contact the MU Event Management Office and the relevant facility to determine availability, regulations and fees for use.
16. Insurance: Non-ISU groups must provide proof of liability insurance. Each vendor providing services to student organizations or the university (these services are traditionally food or entertainment) must provide a certificate of insurance (the insurance fact sheet is available at the Office of Risk Management website).

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17. Notification: The MU Event Management Office will notify affected departments and follow up with the sponsor as needed. Some activities may require the organization to contact the appropriate departments. The sponsor will need to pick up a copy of this form and should be made available at the event.

18. Outdoor Events: Certain events may need additional approval through the Event Authorization Committee. Information is available online at: www.sac.iastate.edu.

19. Permits: Permits from the City of Ames may be necessary for races, fireworks, or loud activities. The sponsoring group is responsible for obtaining such permits and will need to work with the appropriate timeline as established by the City and the Event Authorization Committee.

20. Posting and Advertising: Signboards are available at the MU Event Management Office to allow organizations to advertise in select locations. Sidewalk chalking or adhering signs to walls, ceilings, floors, or sidewalks are strongly discouraged. Leafleting may be conducted in a way that avoids substantial littering of the campus.

21. Public Events: These are outdoor events in which more than 50 persons are reasonably expected to participate and indoor events in which more than 15 persons are reasonably expected to participate.

22. Public Events Outside of Designated Public Forum Areas: Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file with the Student Activities Center a notice of intent to use an area. If possible, such notice should be given at least 24 hours in advance of the event but, in any case, must be given at least 3 hours prior to the event. No approval is necessary if the event meets the following criteria:

- On weekdays between the hours of 8 am and 4 pm, the event will be held at least 100 feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not held at one of the two public forum areas, the event will occur only between the hours of 8 am and 10 pm; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

23. Public Events within Designated Public Forum Areas: The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for noncommercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first-come, first-served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 100 square feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes.

24. Security: ISU Department of Public Safety (or their designees) may be required for some events. Any costs for overtime or additional services will be the obligation of the requesting organization. Every attempt will be made to accommodate the financial constraints of the requesting organization; HOWEVER, campus safety will be the overriding factor in all decisions.

25. Student Organization Liability: Most student organization activities do not require the purchase of insurance. Iowa State University provides liability coverage as long as it has been established as an authorized event. However, the Office of Risk Management may require the purchase of additional insurance for higher risk activities or large scale events.

26. Tents/Staking to the Ground-Locates: Facilities Planning and Management (General Services Building • 515/294-0692) requires a 5-class day notification for tents or other objects to be staked to the ground. There is a charge for this service.

27. Travel Review and Authorization: Iowa State University recognizes that student organizations often need to travel to their event such as: retreats, conferences, tournaments, field trips, etc. Recognized student groups may be approved to use Iowa State University Transportation Service vehicles; however, various policies and procedures apply to their use. The forms are available at the Office of Risk Management website or by using the Student Organization travel system.

28. Volunteers: Individuals volunteering for ISU student organizations (such as coaches) must complete a Volunteer Agreement and a Motor Vehicle Record Check if they will be driving university vehicles. Organizations that include volunteers as part of an event or on-going organization activities need to contact the Office of Risk Management to obtain the Volunteer Agreement Forms.

OUTDOOR LOCATIONS AVAILABLE
Registered organizations may reserve select locations for outdoor activities and publicity purposes. Other areas may be available upon request, outside of class hours. University rules apply at all times on University property. A map of the areas can be obtained at the MU Event Management Office or Facilities Planning and Management Office (General Services Building).

USE OF UNIVERSITY SPACE
Use of University space and facilities is a privilege. Special rules apply to some activities and some locations so that the university can manage the time, place and manner in which events are conducted on campus property. These rules may be found in the ISU Student Organization Resource Manual and any policy updates or changes are available from the Student Activities Center, 1560 Memorial Union, (515-294-1023).

Revised 1.23.08