

SPC INTERNAL - Facilities Use/Event Planning Checklist

Contact Name: _____ Business Name: _____
Phone: _____ Email: _____
Event Date: _____ Event Location: _____
Form Completed By: _____

Has the Facilities Reservation form been completed? ☐ Yes ☐ No

Has the Facilities Use contract been completed? ☐ Yes ☐ No

Has the contract been signed and payment been received? ☐ Yes ☐ No Expected Date? _____

Has insurance certificates been received? ☐ Yes ☐ No

Check applicable insurance certificates/licenses:

☐ Commercial General Liability (which may require Host Liquor Liability)

☐ TULIP (Facilities Use Insurance)

Event Logistics

Will this event include participants/spectators? ☐ Yes ☐ No Estimated number of participants/spectators: _____

Note: 50 or more participants in any one room require a trained crowd manager must be present

Will ticket admission be charged? ☐ Yes ☐ No Will tickets be sold off-site or on-site? _____

Note: Renter will be responsible for collecting and storing money.

Are any goods/services going to be sold or auctioned? ☐ Yes ☐ No

If yes, what is going to be sold or auctioned? _____

Safety and Security

Has Campus Security been notified of the event? ☐ Yes ☐ No Will additional security be needed? ☐ Yes ☐ No

Contact the Senior Security Officer on the Campus for security arrangements.

Will Emergency Medical Services (EMS) be required? ☐ Yes ☐ No

Parking & Facilities

Has Facilities Maintenance been notified of the event? ☐ Yes ☐ No

Will additional restroom facilities be needed? ☐ Yes ☐ No

If Yes, will access to other buildings be provided or will portable restrooms be required? _____

Vendor for Portable Restrooms: _____ Contact for Restrooms: _____

Have arrangements been made for parking? ☐ Yes ☐ No

Will there be parking attendants? ☐ Yes ☐ No Parking Attendant Company: _____

Will valet parking be used? ☐ Yes ☐ No Valet Company: _____

Have you received a copy of the valet or parking attendant company's insurance certificate? ☐ Yes ☐ No

Other Vendors

Utilize the food/entertainment vendor list, if possible. All vendors will need to supply insurance to the college for vetting. Provide a copy of the vendor insurance requirements to the vendor. If college event or co-sponsored, complete vendor contract with third party vendor and obtain insurance if necessary.

Will tents be erected? ☐ Yes ☐ No

Name of Tent Vendor: _____ Contact for Tents: _____

Has the Insurance certificate for the tent vendor been provided? ☐ Yes ☐ No

Note: Tent material must be certified as fire retardant when used around cooking areas.

Will catering services be utilized? ☐ Yes ☐ No

Name of Caterer: _____ Contact for Catering: _____

Has the Insurance certificate for the caterer been provided? ☐ Yes ☐ No

Will commercial cooking take place on College property? ☐ Yes ☐ No

Name of commercial cooking vendor (if different from caterer)? _____

Cooking Vendor Contact: _____

What kind of cooking process will be used? _____

An inspection of the cooking area must be conducted by a college employee trained in fire regulations or the local Fire Department. Contact Facilities Maintenance to coordinate inspection of cooking areas.

A fire extinguisher must be present in the cooking area. If college is cooking outdoors, a backyard grill must be used.

Will alcohol be served during the event? ☐ Yes ☐ No Has alcohol service been approved by the College? ☐ Yes ☐ No

Will alcohol be sold during the event? ☐ Yes ☐ No

Name of Provider (if different from caterer): _____ Provider Contact: _____

Has the Liquor License been provided? ☐ Yes ☐ No

Has the additional Liquor Liability insurance been provided? ☐ Yes ☐ No

Note: Only beer, wine and champagne are authorized to be served. Alcohol service on any campus and for any event must have the approval of the President or an authorized designee.

Does the event involve any additional third party vendors (exhibitor, entertainment, equipment rental, etc)? ☐ Yes ☐ No

If yes, name of third party: _____ Third Party Contact: _____

Service being provided: _____

Has 3rd party vendor insurance certificates been received? ☐ Yes ☐ No

Note: In certain cases, waiver of liability/assumption of risk may be applicable-check with the Risk Management Coordinator.

Other Considerations

Have the insurance certificates been reviewed by the Risk Management Coordinator? ☐ Yes ☐ No

Have all participants signed the waiver of liability/assumption of risk forms if applicable? ☐ Yes ☐ No

Has a final walk-through of the event been conducted? ☐ Yes ☐ No

Are permits required? ☐ Yes ☐ No Have permits been obtained? ☐ Yes ☐ No