INSTRUCTIONS ACTIVITY/ EVENT FORM  
Revised 04/2020

OVERVIEW

UND permits the orderly use of its facilities by the University community, related parties, and other individuals or groups in their presentation of events which further the mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community. As such, UND welcomes tournaments, meetings, and other events to its campus held by University and non-University groups. University-related activities are given precedence over the use of facilities by non-University or outside groups.

UND reviews proposed events and activities to assure they do not represent an unreasonable risk to participants, other members of the campus community, or University property. University groups, non-University groups and related parties wanting to hold an activity/event on campus or online must complete either an Activity/Event Approval Form or Virtual Activity/Event Approval Form. UND Office of Safety has been delegated the responsibility of working with organizations regarding the processing event forms. If an activity or event is deemed appropriate, measures may be implemented to enhance the safety of people (campus community and guests), secure property, and limit liability.

UND collects lease or rental fees sufficient to cover expenses incurred during these events. If fees are not collected, those waiving the fee (the president, vice presidents, deans, or their designees) must be able to provide justification as to why fees are not collected. UND departments are not required to collect fees when renting to other UND departments or related parties; however, a negotiated rental fee may be established for these instances.

Non-University groups are required to furnish documentation of liability insurance naming the University and State as additional insureds. UND may waive this liability insurance requirement for nonprofit groups and small events only. If not a nonprofit or small event, the liability insurance may be replaced by a waiver signed by participants, and a parent or guardian of a child participant, releasing UND and the State from liability. The decision to accept waivers in lieu of insurance is made by UND Risk Management. UND may require both liability insurance and waivers based on the results of a pre-event risk assessment.

Additionally, some campus buildings have supplemental activity/event policies and guidelines that must be followed. When making arrangements to lease or rent facilities, inquire of the host facility to determine if any additional policies or procedures apply. Departments are required to deposit revenues from short-term rentals into University fund(s) that are utilized to support the facility.

This policy is created in accordance with SBHE policy 909.

UND strives to mitigate potential risks, and provide for well-planned, successful campus activities and events. UND Risk Management assesses the potential risk involved with, and under what conditions it is appropriate to hold, activities and events on its campus. This includes reviewing activities and events to assure each is appropriate for the campus and do not represent an unreasonable risk to participants, other members of the campus community, or University property.
PROCEDURES

Activity/Event Form Approval

University groups, non-University groups and related parties sponsoring an activity or event will be responsible for the planning and execution of the activity/event in a manner consistent with all applicable University policies and procedures. This is best accomplished by contacting UND Office of Safety in the early stages of planning for assistance in completing the either the Activity/Event Approval Form or the Virtual Activity/Event Approval Form.

An Activity/Event Approval Form must be completed by the responsible party and submitted (preferably electronically) to UND Office of Safety for each proposed activity/event, and must be submitted at least two weeks prior to the desired activity/event date for processing and approval. For those instances in which a two week notice is not possible, UND Office of Safety will determine whether or not an activity or event can be approved in the condensed time frame available.

The Activity/Event Review Board will review the Activity/Event Approval Form for certain proposed activities and events. The Review Board will provide responses and information regarding the proposed activity/event to UND Office of Safety. Specific activity/event criteria may be established based on the review of the Activity/Event Approval Form and recommendation of the Review Board.

UND Office of Safety will facilitate approval of all Activity/Event Approval Form.

Reservations, Guidelines, and Special Arrangements

The Activity/Event Approval Form does not replace a Facility Use Agreement between the University (one of its departments) and a responsible party sponsoring an activity or event. Hence, the completion and submittal of the Activity/Event Approval Form does not mean that arrangements, services, or reservations will be automatically planned.

Responsible parties need to make their own arrangements as they relate to reserving facilities, rooms, equipment, or the scheduling of services/security. Responsible party’s activities/events will be accountable for all costs associated with the support of the proposed activity/event which may be necessary to enhance safety of the persons and property throughout the campus.

The responsible party must comply with all guidelines established for an activity/event by University administration and other applicable University policies and procedures. Failure to comply with all conditions set by policy and procedures may result in an immediate termination of the activity/event. This also applies to all virtual activity/events.

Alcohol is prohibited unless specifically permitted in accordance with SBHE and UND’s Alcohol and Drug Policy through the submission and approval of an Alcohol Permit. Contact the Office of the President for additional information.