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Owner	Linda Olson: Risk Management Officer/Safety PAG Liaison
Area	Public Safety
References	COVID-19, NDAC, NDCC + 2 more

Events, Demonstrations, Fixed Exhibits, and Short-Term Rentals

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POLICY STATEMENT

The University of North Dakota (UND/University) acknowledges the rights of students and others to assemble in groups on University property for peaceful rallies, demonstrations, and gatherings. UND may establish reasonable regulations regarding the time, place, and manner in which individuals exercise their free speech rights to the extent necessary to assure the health and safety of the campus community and the orderly operations of the institution.

At events, demonstrations, and fixed exhibits, the University expects the rights and privileges of all individuals to be respected and that there will be no endangerments to health or safety. Events, demonstrations, and fixed exhibits must in no way disrupt the normal conduct and operation of University affairs or endanger University property. This policy both facilitates the exercise of these rights of free expression and assembly, and protects the University community.

The University reserves the right to designate the time, place, and manner of events, demonstrations, and fixed exhibits, use of amplified sound and displays of signage or other materials, in order to protect the health and safety of individuals and property and avoid unwarranted disruptions of University operations. Any action by the University that restricts expression or assembly under this policy shall be content-neutral and viewpoint-neutral (i.e., shall not be based upon the content or subject matter presented). However, the University may consider the effect of such activities on the health, safety, and orderly operations of the campus when taking such action. Nothing in this policy is intended to authorize or permit any activity which is otherwise unlawful.

UND collects lease or rental fees sufficient to cover expenses incurred during events and short-term rentals. Additionally, liability insurance or waivers may be required when hosting an event on University

property.

REASON FOR POLICY

This policy defines the University's forums for exercising the rights of free speech and peaceful assembly, and to advise campus constituents regarding the exercise of those rights. This policy establishes certain standards of conduct that must be observed by demonstrators and groups while using University property for exercising the rights of free speech and assembly. This policy applies to all individuals while on or using University property.

This policy is created in accordance with the First Amendment to the Constitution of the United States and North Dakota State Board of Higher Education (SBHE) Policy 909 and 503.1.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others: Outside (non-campus) Entities

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CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Office or Department E-Mail / Web Address
Policy Clarification	Controller Office of Safety	(701) 777-3178 (701) 777-3341	UND Finance Website Office of Safety Website
Alcohol Exception	Office of the President	(701) 777-2121	Alcohol Exception Website
Event Approval Request Forms	Office of Safety	(701) 777-3341	Office of Safety Forms Website
Fee Schedules	Budget	(701) 777-3924	Resource Planning & Allocation Website
Initial Approval of Facility Use Agreement Template	Legal Counsel	(701) 777-6398	

Liability Insurance	Office of Risk Management and Insurance	(701) 777-3341	Office of Safety
Liability Waivers	Office of Risk Management and Insurance	(701) 777-3341	Office of Safety Forms Website
Parking	Parking and Transportation Services	(701) 777-3551	Parking Services Website
Temporary Food Service	Grand Forks Public Health Department	(701) 787-8100	Grand Forks Public Health Website
University Property	Facility Management	(701) 777-2523	Facilitiets Management Website

DEFINITIONS

Commercial Activity/Speech	Any sales or solicitation in an effort to obtain customers or members, or signs promoting a business or sale of goods (e.g., leafleting, handing out coupons, other forms of advertisement, company approaching students/faculty/staff to secure sales).
Demonstration	An event that has the potential to require campus resources, but for which two-week advanced notice may not be provided.
Documentation of Liability Insurance	Certificate of Insurance, Certificate of Financial Liability or other document of financial insurance.
Event	An activity or occurrence that requires or has the potential to require campus resources and/or planning. This includes, but is not limited to, large events, multiple-day events, symposiums, workshops, trainings, conferences, concerts, orientations, internships/co-ops, and events that have any known or past problems or potential risks (i.e., security needs, health and safety issues, parking requirements). Events are approved through the submission of an event approval request form.
Event Approval Request Form	The form completed for each requested event. Completed forms are submitted to Office of Safety for processing and forwarded to the Event Review Committee for approval. The decision to have a responsible party to complete a facility use agreement rests with the manager of the host facility.
Event Review Committee	The team of UND employees assigned the ongoing task of reviewing and approving/denying all event approval request forms. Membership consists of representatives from across campus, as well as the host facility.
Facility Use Agreement	Agreement signed by an individual or group acknowledging the use of University of North Dakota buildings/property under described terms and conditions.
Fixed Exhibit	Posters, ribbons, banners, flags, displays, crosses, or signs

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	physically placed on or within campus owned, leased, or controlled property.
Host Facility	The location where an event is held.
Nonprofit Organization	Entity organized to achieve a purpose other than generating profit, and uses its funds to achieve its goals. Proof of nonprofit status may be required with reservation.
Non-Public Areas	Buildings and property of the institution that are used for the academic and operational mission of the institution or are designated as high hazard or restricted based on type of research/ activity or security needed to further the mission of the institution.
Non-University Group	Third party entities with no relation to the institution and no institutional financial support. Entities other than University Groups and Related Parties.
North Dakota Administrative Code (NDAC)	The codification of all rules of state administrative agencies, as that term is defined by NDCC Section 28-32-02.
North Dakota Century Code (NDCC)	The codification of all general and permanent law enacted since statehood.
NDUS	North Dakota University System
Office of Safety	UND department responsible for services related to safety, risk management, and insurance.
Related Parties	UND-related foundations, recognized student organizations, governing councils, Student Government, Association of Residence Halls, Greek organizations, NDUS, and other NDUS institutions.
Responsible Party	Sponsor, coordinator, or entity responsible for event.
SBHE	State Board of Higher Education
Short-Term Rental	A rental that is in effect for less than one year.
Small Event	An event of less than 20 people, occurring in one location and not spanning a time frame of more than a week.
Therapy Animal	An animal that is trained to provide affection, comfort and support to people, often in settings such as hospitals, retirement homes, nursing homes, schools, libraries, hospices, or disaster areas. These animals have stable temperaments and friendly, easy-going personalities. Standards must be met to be certified, registered, and actively participate in therapy programs.
United States Department of Agriculture (USDA)	A cabinet-level agency that oversees the American farming industry. USDA duties range from helping farmers with price support subsidies, to inspecting food to ensure the safety of the American public.
University Events	Events which further the mission of the University, provide opportunities for social growth and cultural understanding, serve the recreational needs of the campus community, and are sponsored/supported by a University group.

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University Group	Recognized student organizations, University departments, schools, divisions or offices, students and staff members.
University Property	Any University building or property owned, leased, or controlled by the institution (e.g., classroom, auditorium, residence hall, other building, outdoor area). For information related to what constitutes University property, contact the Office of Risk Management & Insurance.
UPD	University Police Department
Waiver	Agreement signed by an individual or group releasing the University of North Dakota and State from liability.

PRINCIPLES

Overview

The First Amendment to the Constitution of the United States grants that "Congress shall make no law…abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble." As an arm of the state, the University affords and protects the rights to free expression and peaceful assembly.

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UND permits the approved use of University buildings and/or property 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 in compliance with this policy. As such, UND welcomes tournaments, meetings, and other events to its campus held by University, related parties and non-University groups. University events are given precedence over the use of buildings/property by non-University or outside groups.

The University of North Dakota encourages the free exchange of ideas. Individuals and entities granted the use of University property do not necessarily express the views or opinions of the University.

To further the effectiveness of their event, protest, or demonstration the responsible party is encouraged to make a request and advance arrangements with the Office of Safety and University Police Department. Advance notification enables the University to help ensure that the event takes place in a constructive and peaceable manner.

To avoid conflicts in the use of space and disruption of the orderly operation of the campus, and to ensure the health and safety of the campus community, UND does not allow setting up any fixed structures, including but not limited to, tables, booths, or displays, or use of University property without the prior, express, written permission of the Office of Safety. Requests for event approval must be submitted using Event Approval Procedure (under Procedures) and should be made at least 14 days in advance of the event. Space is granted on a first-come, first-serve basis by the appropriate facility.

UND reviews requests to assure they do not represent an unreasonable risk of harm or interference to participants, other members of the campus community, or University property and operations. The Office of Safety will work with organizations to ensure event approval request forms are completed and

submitted appropriately, and will subsequently ensure the form is reviewed for approval. Non-University groups may be required to furnish documentation of liability insurance naming the University and state as additional insured. UND may waive this liability insurance requirement for nonprofit groups and small events only.

Additionally, some campus buildings have supplemental facility and event policies and guidelines that must be followed. When making arrangements to lease or rent buildings/property, responsible parties should inquire of the host facility to determine if any additional policies or procedures apply.

A request may be denied, and the University reserves the right to cancel or postpone any reservation or reserved use on one or more of the following grounds:

a. Conflict with a pre-existing reservation or planned use of the location that would unreasonably interfere with either event;
b. Conflict with reasonable restriction on signage, display, erection of structures, sound amplification, or other aspects of the event that would unreasonably interfere with the health or safety of individuals, protection of property, access, traffic or the peaceful, orderly operations of the campus; or
c. Inadequate notice for purposes of providing security, facilities support, or other preparations necessary for the protection of individuals and property;or
d. Unforeseen circumstances that affect the public safety and/or health of the University community.

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UND collects lease or rental fees sufficient to cover expenses incurred during events and short-term rentals. With justifications, these fees may be waived by the president, a vice president, a dean, or their designees. Departments are required to deposit revenues from events, and short-term rentals into University fund(s) that are utilized to support the facility. Any amount collected and not used will be returned.

For public safety concerns, the following are not allowed on campus for use in an event, protest, or demonstration without the express prior approval: wires, rope, chains, and any other object that might injure oneself or others; unauthorized signage or displays; and graffiti.

Guidelines and Special Arrangements

Open Public Forums

While the University's outdoor public areas are open to all University groups and related parties for expressive activities, whether planned or spontaneous, all events on UND property, whether scheduled in advance or not, must be for the purposes of carrying out lawful activities without undue disruption to the University's operations, and without harming or creating a threat of harm to individuals or property. Nothing in this policy shall be construed to limit or constrain the duties and authority of the University, nor law enforcement authorities, to maintain order and protect public safety.

Open public forums are not open for commercial expression (such as solicitations and advertisements), except as provided in UND's policy on sales and solicitations (see Related Information).

To further the effectiveness of their event, protest, or demonstration the responsible party is encouraged to make advance arrangements with the Department of Public Safety. Advance notification enables the University to help ensure that the event takes place in a constructive and peaceable manner.

Non-Public Areas

Demonstrations, amplified sound, and signage are prohibited in all non-public areas, as is any activity that interferes with academic or operational functions. Individuals refusing to vacate the premises of a non-public area upon request are subject to arrest under applicable municipal and state laws and may be subject to disciplinary action by the University. Commercial expression is prohibited in non-public areas, except as provided in UND's policy on sales and solicitations (see Related Information).

Building Occupancy/Hours

For events requiring the use of space in a university building please review the procedures section of this policy for additional details. For an event, attention must be paid to the occupancy limits and general safety of the University community in the space used. University officials may require individuals leave a building to remain within building/facility occupancy limits. Adherence to building hours is expected of people participating in events within a University building and University officials will require that event participants leave at the time of building closure.

Additionally, some campus buildings have supplemental event policies and guidelines that must be followed.

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Amplification and Chalking

Amplified sound is generally prohibited in all non-public areas and open public forum areas, but may be permitted for approved events with the prior, express approval through the event approval process.

Sound levels are not to exceed 80 decibels at any time. The proximity of classrooms, offices, laboratories, and the library will be considered in approving the use of amplification. When necessary, lower sound levels may be required to avoid undue disruption of others or the normal functioning of the University.

Chalking is allowed only on concrete ground at grade level (not on paving stones, walls, stairs, or buildings) of University property and must be at least 10 feet from any entrance or awnings. To prevent property damage only washable chalk may be used; no spray chalk, paint, or similar materials may be used on University property.

Animals Approved through Special Requests

The attendance of therapy animals must be approved by the Office of Safety through the event approval request process. Documentation must be submitted to the Office of Safety prior to the event. Required documentation includes:

a. Proof of certification with a copy of the membership card updated annually (e.g., Alliance of Therapy Dogs, Pet Partners, etc.)

b. Proof of insurance for the therapy animal
c. Proof of animal's current vaccinations

Additional information is available in UND policy Animals on Campus (see Related Information).

Guidelines for Expression and Assembly: Time, Place, and Manner

Disruptive Activity

Disruptive activities are any act that materially and substantially interferes with the rights of others to peaceably assemble or to exercise the right of free expression, disrupts the normal functioning of the University, damages property, or endangers health or safety. Disruptive activities are specifically prohibited.

Picketing

Picketing in open public forums is permitted in accordance with this policy. Individuals participating in picketing should adhere to University policies, city ordinances, and applicable state and federal laws. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside buildings or in other non-public areas.

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Commercial Literature

Literature for the purpose of commercial activity or speech may be distributed in designated public forums only:

1. At University events where the commercial activity or speech has been pre-approved;
2. Through publications such as the Dakota Student (Student Newspaper), whose distribution on campus is pre-approved; and
3. On University-approved bulletin boards per building's policy/guidance for use of bulletin boards.

All other commercial solicitations are prohibited, unless authorized under and pursuant to UND's policy for sales and solicitations.

Symbolic Protest

Symbolic protest includes, but is not limited to, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently. Such expression is permissible unless it disrupts the normal functioning of the University or impedes access to buildings/property. In addition, such acts should not block an audience's view or prevent an audience from being able to pay attention to a lawful assembly and/or an official University event.

Noise-Making

Noise-making that is sustained or repeated noise made in a manner that substantially interferes or limits the free speech of another speaker is prohibited. Such noise-making is not permitted. Noise levels that do not interfere with classes, meetings, activities in progress, or the privacy of residence hall and students apartments is permitted.

Force or Violence

Any attempt to impede, impair, or interfere with the operations of the University, including official University events or other lawful assemblies, by threat or use of force or violence is not permissible.

Damage to Property

Any damage to University or personal property in the course of, or as a result of, an expressive activity is prohibited. This includes damage to the campus lawns, shrubs, and trees.

Duration

Events, protests, and demonstrations are normally permitted until or unless University officials determine that University operations have been compromised and/or unreasonably interfere with the rights of others.

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Other Laws and Rules

All applicable laws, rules, and regulations (including, but not limited to, the Code of Student Life, Faculty Handbook, Staff Handbook) must be followed whenever engaging in activities on UND property.

Food and Food Services

The food and food services guidelines (see Related Information) addressed by the Office of Safety apply to all members of the UND community, related-parties, non-university groups, including visitors while on-campus hosting an event.

All raw or prepared food and food related services at events held on campus must be acquired through licensed food and food service providers. All food served at events must be transported, prepared, and served in a manner consistent with the North Dakota Food Code Chapter 33-33-04.1 of the North Dakota Administrative Code (NDAC).

In addition to acquiring products and services through a licensed food and food service provider, events requiring temporary food service, such as outdoor fundraisers, barbecues, and promotions, must follow Grand Forks Public Health Department requirements.

Events held on campus, but not open to the general public, must also follow general sanitation guidelines. Individuals in charge of organizing or preparing food for such events should be familiar with the food preparation sanitation guidelines provided by the United States Department of Agriculture

(USDA).

Alcoholic Beverages

According to SBHE policy 918, alcoholic beverages are prohibited upon land or in buildings owned by the University of North Dakota. However, SBHE 918 gives the president (or designee) authority to approve exceptions to this policy. All exceptions are subject to applicable state and local laws and ordinances. Exceptions are considered if UND students are not the primary event audience. To seek an exception, entities must complete and submit an exception form at least three weeks prior to the event. If endorsed by a vice president, the form will be submitted to the president for final approval. Contact the Office of the President for additional information.

PROCEDURES

To further the effectiveness of their event, protest, or demonstration, the responsible party is encouraged to make advance arrangements. Event Approval Procedures enable the University to help ensure that the event takes place in a constructive, safe, and peaceable manner.

Event Approval

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University groups, non-University groups, and related parties wanting to hold an event in or on UND-owned property or via virtual/remote event must complete an event approval request form and facility use agreement, when appropriate. Academic courses, except those that involve activities that require community notification, and department/staff meetings are not considered campus events and do not need to have event approval request forms submitted. Event approval request forms must to be submitted for UND-sponsored events held at off-campus locations (e.g., Alerus Center, Empire Arts Theater, etc.). Proof of insurance may be required for a liability exposure related to the event; contact the Office of Risk Management and Insurance for additional information. UND-sponsored events held at off-campus locations must be approved by the respective dean, director, or vice president and they must follow the respective safety level guidelines (see Related Information: UND Event Guidelines). Exceptions to the published campus event guidelines may be considered through the event approval process or by the University president.

University groups, non-University groups, and related parties sponsoring an event will be responsible for the planning and execution of the event in a manner consistent with all applicable University policies and procedures. This is best accomplished by contacting the Office of Safety in the early stages of planning for assistance in completing the event approval request form.

An event approval request form is completed by the responsible party and submitted (preferably electronically) to the Office of Safety for each proposed event at least 14 days prior to the desired event date for processing and approval. For protests, demonstrations, or other instances in which a 14-day notice may not be possible, a request must still be submitted, preferably 48 hours (two business days) before the start of the event to the Office of Safety, who will determine whether an event can be executed as requested and in accordance with this policy. With appropriate advance notice, the appropriate administration representative (e.g., student group advisor, University Police Department, etc.) will engage

with participants during the event to help assure that the event is effective, to ensure participants' safety, and to assist organizers in seeing that the demonstration does not disrupt the normal function of the University. For events or demonstrations occurring on city sidewalks and streets adjacent to the University, appropriate arrangements should be made to acquire city permits and should adhere to city ordinances and applicable state and federal law.

The Office of Safety will facilitate approval of all event approval request forms. The Office of Safety may refer a proposed event to the Event Review Committee. Upon the request of any person who is aggrieved by a decision regarding a request for or use of University property, the decision may be reviewed by the Event Review Committee. If the objection is not resolved, then a decision will be made by the associate vice president for public safety/chief of police.

The Event Review Committee will review the event approval request form for referred proposed events. The Event Review Committee will provide responses and information regarding the proposed event to the Office of Safety. Specific event criteria may be established based on the review of the event approval request form and recommendation of the Event Review Committee. University events are given precedence over the use of buildings/property by non-University or outside groups.

Facility Use Agreements

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The event approval request form does not replace a facility use agreement (see Appendix/Attachment 1) between the University (one of its departments) and a responsible party sponsoring an event. Hence, the completion and submittal of the event approval request 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 buildings/property, rooms, equipment, or the scheduling of services/security.

The space use/rentals governed by this policy are short-term (12 months or less). Prior to completing the facility use agreement (see Appendix/Attachment 1), the responsible party using the building may be required to submit an event approval request form to the Office of Safety by the host facility. The host facility should make the responsible party aware of any facility use agreement and when it should be completed. A written, signed facility use agreement must be completed for any non-University sponsored event. This agreement must be signed by the president, a vice president, a dean, or their designees.

The responsible party sponsoring an event will be responsible for all costs associated with any support (e.g., security, health and safety requirements) of the proposed event which may be necessary to enhance safety of the individuals and property throughout the campus, as required by the University.

The responsible party must comply with all guidelines established for an event by University administration and other applicable University policies and procedures. It is the responsible party's duty to check with the host facility to determine if any additional policies or procedures apply. Failure to comply with all conditions set by policy and procedures may result in an immediate termination of the event.

To encourage consistency across campus, a sample facility use agreement template is available for

modification (see Appendix/Attachment 1).

If the provided facility use agreement template is used without modification, document approval from legal counsel is not required. However, if alterations are made to the template, a department must have the facility use agreement reviewed and approved by legal counsel. Departments are responsible to obtain and document this review and approval. It is suggested that the department include the last date the document was reviewed by legal counsel in a footnote in the facility use agreement document. All facility use agreement templates must be reviewed by the legal counsel every two years.

Event/Rental Fee Schedule

Only departments with an interest to lease or rent space for tournaments, meetings, and other events must create a fee schedule and facility use agreement document. An event fee schedule and a documented explanation for the establishment of event and short-term rental fees must be kept on file in the department. To create a fee schedule, departments must contact the Budget Office.

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 set at or below the fee schedule may be established for these instances.

Revenues from events and short-term rentals must be deposited into University fund(s) that are utilized to support the building/property. Deposits should contain the account code **"472015"** and the verbiage "lease-rental of rooms-bldg."

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University Police Department

Events held on or in UND property may require support from the University of North Dakota Police Department (UPD) at the expense of the host of the event. It is the duty of the responsible party or person requesting the event to contact UPD at least 14 days before the event to determine if security arrangements are necessary (For parking issues, contact Parking and Transportation Services). For protests, demonstrations, or other instances in which a 14-day notice may not be possible, a request should be submitted at least 48 hours before the start of the event to facilitate coordination and assurance that participants' safety and to assist responsible parties in ensuring the demonstration or protest does not disrupt the normal functioning of the University.

The need for police support is determined by the associate vice president for public safety/chief of police (or designee). The determination will be based on assessment of the event based on content- and viewpoint-neutral criteria including, but not limited to, the size of the anticipated event, the type of space or building/property being utilized, the nature of the event, whether the event is limited to the campus community or open to the general public, and other pertinent factors.

For most events, one officer is needed for every 100 people anticipated to attend; for concerts, one officer is needed for every 50 people anticipated to attend. If additional officers are needed during an event, the additional costs are born by the University. (i.e., an event hosting 1,000 attendees would need

to pay for 10 officers; however, if a security review indicates 4 more officers may be needed based on prior incidents, the institution will cover the costs of the additional officers required).

The responsible party and participants must cooperate with law enforcement and the University with respect to all security arrangements. Individuals that have not been approved to hold an event on UND property in advance may be asked to reschedule based on the University's ability to safely support the event.

Liability Insurance and Waivers

UND strives to mitigate potential risks, and provide for well-planned, successful campus events. The Office of Risk Management and Insurance assesses the potential risk involved with, and under what conditions it is appropriate to hold, events on its campus. This includes reviewing events to assure they do not represent an unreasonable risk to participants, other members of the campus community, or University property. All assessments made by the Office of Risk Management and Insurance are made based on content- and viewpoint-neutral factors.

Non-University groups may be required to furnish documentation of liability insurance naming the University and state as additional insureds. The responsible party using the building/property must furnish documentation of liability insurance to the Office of Safety/Risk Management. Liability insurance covering the event is to name UND and the state as additional insureds with limits of liability no less than $250,000 per person and $1,000,000 per occurrence. The Office of Safety will refer the responsible party to the Office of Risk Management and Insurance to discuss insurance options as necessary.

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The Office of Risk Management and Insurance may waive the 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 all 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 the Office of Risk Management and Insurance. It is the hosting department's responsibility to obtain and retain these documents. For additional information and/or clarification, the department should contact the Office of Risk Management and Insurance.

UND may require both liability insurance and waivers (see Appendix/Attachment 2) based on the results of a pre-event risk assessment. The decision to require both liability insurance and waivers is made by the Office of Risk Management and Insurance.

Each department with a desire to lease or rent space for tournaments, meetings, and other events must create a liability waiver form. To encourage consistency across campus, a sample template is available for modification. The template and other forms are available through the Department of Public Safety web page.

If the provided liability waiver template is used without modification, document approval from the Office of Risk Management and Insurance is not required. However, if alterations are made to the template, a department must have the liability waiver form reviewed and approved by the Office of Risk Management and Insurance. Departments are responsible to obtain and document this review and approval. It is suggested that the department include the last date the document was reviewed by the Office of Risk

Management and Insurance in a footnote in the liability waiver document.

Campus/Community Notification

Approved events may be posted to the UND calendar accessible from the UND home page for review by interested UND faculty, staff, and students, and community members. The responsible party must submit the event notification to University Marketing and Communications if they want the event included on the UND calendar.

RESPONSIBILITIES

Event Review Committee	• Review event approval request forms as necessary
Legal Counsel	• Review and approve initial facility use agreement • Review and approve any revisions made by departments to the facility use agreement document
Host Facility	• Create a fee schedule • Facility use agreement: ◦ Create a facility use agreement document by either using the sample facility use agreement template as is or by altering it ◦ Send facility use agreement – if altered from sample template – to General Counsel for review and approval ◦ Retain documentation of General Counsel's review and approval of facility use agreement document ◦ Retain signed facility use agreement according to retention schedule • Event approval request form: ◦ Assist responsible party in the completion of the event approval request form • Retain signed waivers according to retention schedule • Make all necessary arrangements for building and building access (Key/EDA access, heating/air conditioning, etc.)

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	• Deposit revenue into fund(s) that are utilized to support the facility; include account code "472015" and the verbiage "lease-rental of rooms-bldg"
President, Vice Presidents, and Deans	• Delegate authority to waive rental fees as necessary • Maintain copy of document delegating authority to waive rental fees • Delegate authority to enter into short-term rental agreements as necessary • Maintain copy of document delegating authority to enter into short-term rental agreements • Approve UND-sponsored events held at off-campus locations ensuring they follow the respective Safety Level Guidelines (see Related Information) • Approve alcohol exception form(s)
Responsible Party Submitting an Event Approval Request Form	• Complete an event approval request form and submit it to Office of Safety at least 2 weeks prior to event • Provide documentation of liability insurance with event approval request form (as necessary) • Sign facility use agreement and return to host facility for review and approval (as necessary) • Sign liability waiver form and/or have participants sign waiver forms and submit to host facility (as necessary) • Make all necessary arrangements (parking, catering, security, permits, etc.) • Submit events to University Marketing and Communications for posting to the UND calendar
Office of Safety	• Work with responsible parties to ensure event approval request form is completed appropriately • Review event information after receiving event approval request form • Notify applicant, facility and Event Review Committee of event approval
UND Office of Risk Management and Insurance	• Review and approve any revisions made by departments to the liability waiver document • Determine whether waivers will be accepted in lieu

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	of insurance • Assess the potential risk involved with and under what conditions it is appropriate to hold events on campus • Provide information regarding TULIP insurance (when necessary)

RELATED INFORMATION

- Grand Forks Public Health Department – Guidelines for Food Safety at Temporary Events
- NDAC Chapter 33-33-04.1 – Food Code
- NDCC Chapter 32-12.2 – Claims Against the State
- SBHE Policy 503.1 – Student Free Speech and Expression
- SBHE Policy 909 – Real Property Leases
- SBHE Policy 918 – Alcoholic Beverages
- UND Code of Student Life
- UND Faculty Handbook
- UND Event Guidelines
- UND Guidelines for Sanitation: Food and Food Services
- UND Policy – Access to and Security of Campus Facilities
- UND Policy – Alcohol and Drugs
- UND Policy - Animals on Campus
- UND Staff Handbook
- USDA – Cooking for Groups: A Volunteer's Guide to Food Safety

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FORMS

- Alcohol Exception Form
- Event Approval Request Form
- Liability Waiver Templates

APPENDICES

- Appendix/Attachment 1 – Sample Facility Use Agreement
- Appendix/Attachment 2 – Sample Liability Waive

Attachments

Attachment 1: Short-Term Facility Use Agreement

Attachment 2: Waiver of Liability, Indemnification, and Medical Release

Approval Signatures

Step Description	Approver	Date
Policy Office	Jennifer Rogers: Policy Office	10/2022
Policy Owner	Terrance Wynne: Assoc Director for Safety	10/2022

References

COVID-19, NDAC, NDCC, SBHE Policy, UND Policy

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