

UAF APPLICATION FOR EVENT

An event is any activity on university property that is not directly connected to the curriculum, research programs, university service or an inter-collegiate athletic event held in a university building or outdoor space on the university campus. A university event must be sponsored by an officially recognized UAF department or organization and must be in keeping with the university's mission. In addition, **any events open to the public that are held at or sponsored by UAF will require the submission of an event form.**

All requests to hold an event must be submitted at least **14 days in advance** of the event. Failure to timely submit the request may be reason for denial. The requesting individual, unit or agency shall be responsible for any and all expenses associated with the event. Once the event form has been filled out the following will occur:

- The form is automatically emailed to the members of the Events Committee. Members include: Environmental Health, Safety and Risk Management; Facility Services; Fire Department; Food Services; North Campus Manager; Police Department; Student Services, University Advancement and Community Engagement; and Wood Center. Each member of the committee has a different area of expertise with regards to facilities management, fire safety, food management, publicity, risk management, safety, space utilization, etc.
- The members of the committee will independently review the form for special requirements and pass their comments, concerns and/or recommendations to UAF Form Coordinator. **Please NOTE:** The Event Committee **DOES NOT** reserve or approve facility use.
 - Groups interested in reserving indoor space should contact the Wood Center Scheduling Office at 907-474-6023.
 - To schedule use of campus land or property contact Facility Services Real Estate Department at 907-474-6265.
- If a member of the committee has special requirements, the submitting contact person or group will receive an email outlining these requirements from UAF Form Coordinator. **These must be met prior to the event.**
- A group or organization that has a history of holding the same type of event without problems will be given favorable considerations for future approvals.
- The university may require insurance, indemnification or other protection, which may be required prior to the event approval.
- Permission will not be given for any event that will violate federal, state or borough regulations or ordinances.

Appeals: If permission to hold an event is denied, the event applicant may appeal in writing to the Vice Chancellor for Administrative Services. The appeal decision is final.

Next step: Fill out the event form online at:
www.facilities.alaska.edu/uaf/events/eventform.cfm

Contact UAF Events Coordinator, Cheri Renson, at 474-5014 or cheri.renson@alaska.edu