Considerations for Event Organizers and Planners

- Have you properly registered your event? [https://www.uah.edu/event-services]
- If you need special event parking, have you submitted an event parking request? [https://www.uah.edu/vpsa/auxiliary-services/parking/event-parking]
- Have you developed an event safety and security plan?
  - Do you have an evacuation plan?
  - Have you developed a severe weather plan?
  - Does your severe weather plan include lightning safety considerations? (UAH recommends delaying, postponing, canceling, or moving events indoors any time lightning is within five [5] miles of campus.)
  - Do you have an emergency medical response plan?
  - Is there a general first aid plan?
  - Have you developed an event security plan?
- Does your event comply with all fire and life-safety code requirements? (If unsure, you can contact the Office of Environmental Health and Safety (OEHS) for a consultation (256-824-2171 or oehs@uah.edu.)
  - Temporary structures, inflatable games, and other items governed by life-safety codes may require inspection and approval by OEHS prior to the event taking place.
- Do you have the ability to move outdoor events indoors if there is inclement weather? (UAH recommends working with UAH Event Services to identify a suitable alternate indoor location in the event of inclement weather.)
- Will your event have minors in attendance? If yes:
  - Have you registered your event in accordance with the UAH Child Protection Policy (06.09.01)?
  - Have all event staff successfully completed the required background checks and training?
  - Have you received final approval from the Office of Risk Management and Compliance (ORMC) compliance coordinator (256-824-6899 or cpp@uah.edu) to proceed with the event involving minors?
- Will traffic control be necessary? If so, contact the UAH Police at 256-824-6596.
- Will this event require special safety/security measures? Contact UAH Police for consultation.
- Does your event require event liability insurance? Consult the UAH Facility and Grounds Use Insurance Requirements Policy (06.08.10) or contact ORMC (256-824-6875 or riskmanagement@uah.edu) for more information on insurance requirements.
- Does your event require a vendor to provide proof of acceptable general liability insurance? Consult the UAH Facility and Grounds Use Insurance Requirements Policy (06.08.10) or contact ORMC (256-824-6875 or riskmanagement@uah.edu) for more information on vendor insurance requirements.
- Vendors, guests and visitors must comply with UAH’s policies and guidelines.
- Film Showings – Student organizations that will be showing a film at an event must purchase and obtain the rights for the film. Proof of this purchase must be provided to the events registration point of contact prior to the event occurring.
Event Safety Resources

Consult these UAH guidelines for safety information related to specific events types and activities:

- Car Smash Safety Procedures
- Inflatable Games Safety Guidelines
- Safe Food Handling Practices for Special Events
- Facility and Grounds Use Insurance General Guidelines

EVENTS WITH ALCOHOL

Events involving the sale and/or consumption of alcohol are governed by UAH policies. Refer to the following policies for additional information:

Alcoholic Beverage Usage at University Events Policy (04.03.01):
https://www.uah.edu/policies/04-03-01-alcohol-beverage-usage-at-university-events-policy

Student handbook Section 6.10 (Drug and Alcoholic Beverage Policy):
https://sites.google.com/a/uah.edu/handbook/chapter-6-administrative-policies

Housing and Residence Life Resident Handbook: