University of Central Florida
Student Organization Event Registration
Application to Conduct a Potentially Hazardous Event

I. Sponsoring Organization

II. Organization Advisor Contact
Name: ____________________________
Local Address: ____________________________
Local Phone: ____________________________
E-Mail: ____________________________

Purpose:
The purpose of this form is to enforce policies for events sponsored by registered student organizations and for those events or activities that might possibly result in some degree of harm to persons or in some amount of defacement or damage to public or private property. This rule applies to events held on university-controlled property. Registered events include any or all of the following elements, but are not limited to: recreational burning, use of alcohol; events held outdoors including motor vehicle, bicycle and pedestrian races; events that will either sell food or have catered food available; events that will require Police, Physical Plant, Insurance Office, or any other similar services; assemblies of 50 or more persons where normal exit access is modified with furniture, staging, decorations, or seating; or activities in excess of 150 persons.

Procedures:
Events may be sponsored by active registered student organizations (as defined by The Golden Rule). Events may only be scheduled after the activity has been planned and approved by the Office of Student Activities. To register an event, a representative of an active registered student organization must complete a Student Organization Event Registration form, which can be obtained through the Office of Student Activities. Submission of the completed form begins the process and assists in obtaining special support services such as Police, Physical Plant, and Insurance Office. If the organization desiring to sponsor an event does not complete a Registered Event form 15 days prior to the date of the scheduled event, the organization may be denied use of university facilities and may not be able to conduct the event.

Required Approvals:
A. Active registered student organizations must secure the required approvals at least 15 calendar days in advance of a proposed event before conducting or publicly announcing the intent to conduct the event.
B. Applications for approval shall be made in writing to the University's Office of Student Activities. The Office of Student Activities will assist student organizations in obtaining required approvals.

Cancellations and Terminations
A. Applications or approval for conducting a registered event may be canceled without penalty by either the applicant or the university upon giving written notice to the other party.
B. Any registered event may be terminated during the event by the Office of Student Activities, Office of Greek Affairs and/or the Police Department if it is determined that the event is not in strict accordance with the terms of the approved application, or in the event of disruptive or unsafe situations.
III. Activity
Title of Event: ____________________________________________________________
Purpose of the Event: ____________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Description of Event: ____________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Campus Location: ___________________ _____________________________________
Date of Event: _____/_____/_____ Start Time: ______________End Time: _______________
Estimated Attendance: # of UCF Students ______________ / # of Non-Students _____________
Admission Fee (if applicable): _____________ __________
Merchandise sold at Event (please describe): _________________________________________________________
Food available at event (Describe and Identify Caterer)? ____________________________________________
Alcohol to be available at event (please describe manner of distribution)? _______________________________
_________________________________________________________________________________________ __
_____________________________________________________________________________________________
(NOTE: Events involving alcohol must be approved 15 days in advance)

IV. Special Requirements
Furniture and Equipment: _____________________________________ ___________________________________
Signage and Electrical: __________________________________________________________________________
Lawn and Facilities: ____________________________________________________________________________
Food and Beverages: ___ _________________________________________________________________________
(Note: If food and beverages are to be provided by the organization, attach written permission)

V. Public Safety
Number of Police Officers Required: __________________________
Number of Fire/Rescue Personnel Required: ________________________

VI. Travel
(Note: This section is for student groups traveling on official university business)
Title of Conference: __________________________________________________________________________
Purpose of Travel: __________________________________________________________________________
On-site Contact Information: __________________________________________________________________
_____________________________________________________________________ _____________________
Please attach list of Participants:

VIII. Applicant Signature and Agreement:
By signing below, the applicant understands and agrees to each of the following statements:
?
To conform to the provisions of UCF Rule 6C74.292
?
To save and Hold Harmless the University of Central Florida from any injury or damage arising from this event.
?
To reimburse UCF in advance for any costs to the university arising out of the above.
?
That the University may withdraw its permission to hold this event at any time before or during the event if the applicant does not comply with all conditions or statements made in this application, by mutual consent, or in case of disruptive or unsafe situations.
?
That the organization is responsible for the conduct of all members, guests, visitors, etc. during the course of the event.
?
That the conduct of the organization it is under the purview of the Golden Rule and other applicable University policies.

Applicant’s Signature:__________________________Date:_______________Phone:______________________
(Name: Type or Print): ___________________________email:

Conditions
By signature on the final side of this form, applicant agrees to abide by all conditions of UCF RULE 6C7-4.292, which is reproduced below and to reimburse the University in advance of the event for all costs of police protection that the University deems necessary.
**Scope**
(a) This rule applies to the holding of potentially hazardous events on University controlled property. Excepted from this rule are official events which are scheduled annually in University publications (classes, orientation, registration, etc.).
(b) A potentially hazardous event is defined as any activity that might possibly result in some degree of harm to persons or in defacement or damage to public or private property. Examples include, but are not limited to: Bonfires; Use of firearms, explosives or munitions; Fireworks; Helicopter or other aircraft landings; Low level aircraft demonstrations or fly-bys; Motor vehicle races; Gatherings in excess of 150 persons, including campus athletic events, which are not registered with the Director of the Student Union.

**Required Approvals**
(a) Except as otherwise provided in (1)(a) above, any university or non-university person or organization must secure approval in advance or before conducting or publicly announcing intent to conduct a potentially hazardous event on University controlled property. In the case of a University person, concurrence of the individual's supervisor is required in advance.
(b) Applications for approval shall be made in writing to the University's Director of Public Safety and Police on UCF Form 40-2 (effective 1-2-87) entitled "Application to Conduct a Potentially Hazardous Event," at least 15 calendar days in advance of the proposed event, unless this time limit is waived by the director. The Patrol commander or his designee will, upon request, furnish the applicant with blank copies of this form.
(c) Each application shall be accompanied by proof of insurance as specified in paragraph (6) below.
(d) The applicant will circulate applications to the following University officials for their information and approval:
   1. Director of Environmental Health and Safety
   2. Director of Physical Plant
   3. Insurance Officer (if insurance is required)
   4. Director of Student Activities
   When the application has been circulated among the above University officials, the applicant will return the application to the Patrol Commander or his designee for further processing. The patrol Commander or his designee will advise the applicant of the University's approval or disapproval.

**Cancellation or Termination**
(a) Application or approval for conducting a potentially hazardous event may be cancelled without penalty by either the applicant or the University upon written notice to the other party.
(b) Any event may be terminated at any stage by the Patrol Commander or Shift Supervisor if that official determines that the event is not being conducted in strict accordance with the terms of the approved application or in the event of disruptive or unsafe situations.

**Applicant's Responsibility**
In addition to securing University approval (on Form 40-2) to conduct the event, applicants shall be responsible for ensuring:
(a) The event is conducted as described in the approved application including any requirements thereon for clean up, extra security, etc.
(b) All restrictions placed on the event by the University are followed.

**University Assistance**
If facilities and personnel are available, the University may be able to assist applicants by providing security, clean-up crews, etc. at cost. However, there is no assurance that such assistance will be available for any specific event.

**Insurance Requirements**
(a) All potentially hazardous events must be covered by liability insurance in the minimum amount of $100,000 per person, $500,000 per event, and $100,000 for property damage per event.
(b) University departments acting as applicants shall contact the University's Insurance Office to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such rider shall be charged to the applying department's account.
(c) All other applicants must furnish, at their own cost, appropriate proof of adequate insurance from a surety firm licensed to do business in the State of Florida by the Florida Department of Insurance.

Specific authority 120.53(1)(a), 240.227 (1) FS Law Implemented 120.(53)(1)(a), 240.227(15), 235.02FS
History-New 5-28-85, renumbered and amended ____________.
The University of Central Florida
Student Organization Event Registration
Routing Approval

I have met with and counseled the designated person, responsible for this event, with reference to any applicable university regulations, local, state, and/or federal law, and procedures for implementing this event where alcohol is present.

___________________________________________             _______________________
Organizational Advisor                             (Date)

___________________________________________             _______________________
Director, Office of Student Activities             (Date)

___________________________________________             _______________________
Director, Office of Greek Affairs (If Applicable)             (Date)

___________________________________________             _______________________
For Physical Plant (If Applicable)             (Date)

___________________________________________             _______________________
For Environmental Health and Safety (If Applicable)             (Date)

___________________________________________             _______________________
Insurance Officer (If Applicable)             (Date)

___________________________________________             _______________________
For UCF Police Department             (Date)
( final Approval)

I have been counseled by the above staff and understand the law, regulations, and procedural requirements of the University of Central Florida and the State of Florida in the conduct of this event. I also understand that I and my organization can be held responsible for failure to adhere to such:

___________________________________________             _______________________
For Organization:             Signature:

___________________________________________             _______________________
Date:

*Please return a copy of this form to the Office of Student Activities once the UCF Police Department has approved. Any request to waive any or all parts of the approval process should be directed toward, and is at the discretion of the Director of Student Activities. For further information on Student Organizations and Event Registration, please refer to the Golden Rule. Thank you.