



## Ohio Administrative Code Rule 3337-1-30 Production and Hosting of Major Events.

Effective: December 6, 2024

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### (A) Overview

This policy ensures that major events sponsored by university departments, student organizations, and external partners and non-university affiliated users of university property are produced in a manner that reasonably assures the health and safety of all involved, limits civil and financial liability, is legal, and is consistent with applicable university policy.

### (B) Scope

For the purposes of this policy, a "major event" is defined as a public event that is expected to draw at least two hundred attendees, and/or an event which involves the services and usage of three or more Ohio university entities (e.g., parking and transportation, facilities, Ohio university police department OUPD, conference and event services, etc.). Examples include parades, street fairs, Athens community-based events, etc., or if an event is deemed by any member of the committee to pose a potential health and safety concern or civil and/or financial liability. Excluded from the purview of this policy are events in the following categories:

(1) Events planned or monitored by university units that are held in facilities controlled by the unit (e.g., ICA events held in intercollegiate athletics (ICA) facilities, campus recreation events held in campus recreation facilities, performing arts series events held in Templeton-Blackburn alumni memorial auditorium, any event taking place in baker university center, etc.), and

(2) Academically oriented activities that occur in academic facilities (e.g., a meeting of all students majoring in a department, held in a large classroom),

If in doubt about whether a proposed event is subject to this policy, contact the chair of the major events committee, contact information for the chair can be found on the major events committee website.



(C) Events

(1) Staffing

Staffing of all events must be of the quality and quantity to ensure adequate management of the anticipated audience both in the facility where the event is being held and in surrounding spaces, including parking areas.

(2) Facility reservation

Event planners must secure a facility reservation directly from the office or individual responsible for the facility, as well as parking areas, which is managed by parking and transportation services. Any approval by the major events committee is contingent upon the planner's securing of a facility reservation. At the time of granting a tentative reservation, the facility coordinator will remind the event planner of the need for approval under this policy.

(3) Responsibility

Event planners must assume full responsibility for costs incurred in the production of an event. Student and external organizations must not in any way place Ohio university in a position of financial liability.

(D) Major event committee composition

The major events committee composition is assigned by the vice president of student affairs and the vice president for finance and administration. Members of the committee can be found on the major events committee website.

(E) Event proposals

The major events committee may ask event planners to submit a formal event proposal. If a new major event is being planned, event planners should contact the chair of the major events committee



as soon as possible to informally discuss plans for the event, to ensure that the planners understand the scope of the planning effort required for such an event and have realistic expectations as to the timetables likely to be followed by the committee. Contact information for the chair can be found on the major events committee website.

Formal event proposals can be requested by the major events committee. Upon completion the proposal form shall be provided to the chair of the major events committee on the major events proposal form, and shall include:

- (1) Name of sponsoring organization
  - (2) Name, phone, address, and email of contact person
  - (3) Name of event
  - (4) Proposed date and time (beginning and ending) of event
  - (5) Proposed location of event
  - (6) A description of the event
  - (7) Expected number of persons attending
  - (8) A description of the targeted audience
  - (9) Plans for producing the event -- site and facility logistics, staffing, equipment, etc.
- (F) Polling the committee

The chair of the committee shall distribute information about the proposed event to committee members and specify a deadline for objection. Without objection, the chair may recommend approval. If the chair or any member of the committee objects, the chair shall convene the committee to meet with event planners, review additional information, and make a decision.



(G) General criteria

The committee shall review proposal(s) and may request additional information of those proposing the event. The committee shall consider the proposal in light of the degree to which the event can be held in a manner that:

- (1) Reasonably assures the health and safety of all participants,
- (2) Limits civil and financial obligations of the university,
- (3) Is legal, and
- (4) Is consistent with other university policy.

(H) Planning criteria

In making their assessment, the committee shall consider the degree to which the event can be implemented in a manner that reasonably assures the safety and health of all involved and ensures there are adequate university resources to support, considering specifically the following criteria:

- (1) Facility and audience
  - (a) To what degree is the facility suitable for the nature and size of the event and its anticipated audience?
  - (b) Do the arrangements properly accommodate accessibility needs so all individuals are able to attend the event, and to do so in safety?
- (2) Parking
  - (a) Is there adequate local parking, or a plan for alternatives to such a local parking (e.g., a shuttle to a distant parking lot) for event attendees?



(b) Is there adequate local parking, or a plan for alternatives to such local parking (e.g., a shuttle to a distance parking lot) for buses, trucks, and other vehicles associated with the production of the event.

(3) Production

(a) Can the structural integrity and operational safety of staging, rigging, sound, lighting, and other equipment be assured?

(b) Are the proposed sound, lighting, and other production elements suitable for the size, scope, and nature of the event and its proposed venue?

(c) Are the technical crews employed or contracted sufficiently skilled and adequately supervised in order to safely manage their assigned tasks?

(d) Have the potential dangers associated with special effects been identified and addressed?

(e) Can the equipment be safely and securely stored before and after the event?

(f) Are there any other technical requirements that the university cannot reasonably accommodate?

(4) Power

Can the electrical power requirements be met with existing electrical capacity? If not, have the event planners made acceptable provisions to supplement existing systems?

(5) Security and other staffing

(a) Do the plans provide adequate security personnel and other staff as needed to reasonably assure the safety of event participants?

(b) Does the event proposal include an adequate plan for security and staffing?



(6) Cleanup

Do the plans adequately assure the return of all spaces to their original condition in terms of maintenance, repair, cleaning, and other custodial services; trash and recycling removal; and grounds repair (excepting normal wear and tear)?

(7) Food and beverage

Are the plans for preparation, delivery, and service of food and beverages consistent with law and university policy?

(8) Campus and community impact

Can the event occur without causing unreasonable disturbance to the local community, to normal university operations (e.g., classes, labs, or offices), or to students living in university residence halls or apartments?

(9) Planning

(a) Are the responsible persons clearly identified and available to the review committee?

(b) Is the initial proposal presented in time to allow adequate planning of the event?

A lack of sufficient time to adequately complete the planning for the event may by itself be sufficient cause for denial of approval of a proposed event.

(c) Have the applicants responded promptly to the review committees' concerns?

(10) Other

Can any other precautions not explicitly addressed in other criteria be identified to ensure fire and life safety in the planned activities?



(I) Denials

If the committee denies approval of a proposed event, the chair will provide the applicant with an explanation of the committee's decision.

Denials may be appealed to the vice president for student affairs.