

UCF-4.0292 Potentially Hazardous Events

(1) Scope.

- (a) This regulation applies to the planning and holding of potentially hazardous events in or on University facilities. Excepted from this regulation are official events which are scheduled annually in university publications (classes, orientation, registration, commencement, etc.).
- (b) The purpose of this regulation is to ensure that events held in or on University facilities are safe and non-disruptive to campus operations. Given the safety considerations at issue, it is imperative that event organizers carefully review this regulation and strictly comply with its requirements.
- (c) The provisions of this regulation are in addition to the provisions of other University regulations and university policies related to campus events and activities. Related regulations include University Regulations UCF-4.010 and-4.029. Definitions of key terms used in this regulation may be found in University Regulation UCF-4.029.
- (d) A potentially hazardous event is defined as any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to: bonfires; lighting of fireworks; events involving helicopters or other aircraft; motor vehicle races; gatherings in excess of 400 persons, including unregistered campus athletic events; marches (including any organized walks or runs); parades; outdoor events involving animals; any event involving the distribution of alcohol; and any event on Memory Mall.

(2) Required Approvals.

- (a) Except as provided in paragraph (1)(a) above, any person or organization, University-related or otherwise, must apply for and secure approval in advance before conducting or publicly announcing intent to conduct a potentially hazardous event on campus. A university employee seeking to organize a potentially hazardous event must also have written approval of the individual's supervisor in advance.
- (b) Applications for approval of a proposed potentially hazardous event shall be submitted digitally to the Office of Risk and Safety using the Safety Action for Event Approval Form (SAFE Form) portal. There are a range of possible events that meet the definition of "potentially hazardous events". For events that can be reasonably anticipated to present a low risk of injury or damage, this application must be submitted at least 15 calendar days in advance of the proposed event. For events that are anticipated to require additional time for departmental review (such as events where additional security is anticipated, where campus streets will need to be closed, or where special arrangements will need to be made to protect university facilities), the applicant must initiate the SAFE Form approval process at least 30- 45 days in advance of the planned event depending on the risk level. The event organizer is in the best position to know the details of the event they are planning, and therefore the University expects the event organization to consider those plans and submit the SAFE Form sufficiently in advance to permit a thorough review by the University of the proposed event. University staff will not cease or curtail other operations to expedite any SAFE Form event application. Failure to comply with the SAFE Form submittal deadlines or failure to provide

the University with sufficient time to review the plans for the proposed event is grounds for the university to deny approval for the proposed event. Time limits can be shortened by the University where the application is complete and where the University feels that it does not need the full time period for review. The SAFE Form is available at <https://risk.ucf.edu/event-safety/>.

- (c) Each application shall be accompanied by proof of insurance as specified in subsection (6) below.
- (d) The applicant must digitally submit to the Office of Risk and Safety the SAFE Form and all supporting documentation to facilitate review of the proposed event. The applicant will be required to acknowledge certain event expectations by signing the submitted application. The SAFE Form system will log and route the application for review to the following University offices for their approval:
 - 1. UCF Police Department
 - 2. Building / Space Representative
 - 3. Office of Risk and Safety
 - 4. UCF Business Services (when applicable)
 - 5. Fraternity and Sorority Life (when applicable)

It is the applicant's responsibility to monitor the progress of the submission. After the application has been reviewed by the above University offices, the applicant will receive communication regarding the University's approval or disapproval of the event, and, if applicable, any charges or conditions to be imposed by the University on the event.

(3) Cancellations and Terminations.

- (a) Application for or approval of a potentially hazardous event may be cancelled by either the applicant or the university upon giving written notice to the other party.
- (b) Any event may be terminated at any stage by the University Police Department or any university official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the approved application, the event organizer has not provided relevant information about the event to the University, the event is or has become disruptive or unsafe, there are emergency circumstances, or the event is interfering with other events or with university operations. Additionally, an event may be terminated for failure to provide and maintain appropriate insurance, as outlined in paragraph (6).

(4) Applicant's Responsibility. In addition to securing university approval (on the SAFE Form) to conduct the event, applicants shall be responsible for ensuring:

- (a) The event is conducted as described in the approved application including any requirements for clean-up, extra security, etc.
- (b) All restrictions placed on the event by the university are followed.
- (c) The event does not become disruptive or unsafe.
- (d) The event does not interfere with other events or university operations.
- (e) All other procedures applicable to campus events are followed (i.e., no damage to property, displays of proper size, etc.).

(5) 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.

(6) Insurance Requirements.

- (a) All potentially hazardous events must be covered by liability insurance. The University may also require that the applicant make security arrangements for the event. The costs of such insurance and security shall be the responsibility of the applicant.
- (b) University organizations acting as applicants shall contact the Office of Risk and Safety to determine if the current UCF liability coverage provides the required protection or if supplemental insurance coverage is needed. Cost of such supplemental insurance may be charged to the applying department's account.
- (c) Insurance Requirements. University-related and Non-University organizations must provide with their application a certificate of insurance provided by a company licensed to do business in the State of Florida in an amount not less than \$1,000,000 per occurrence. The applicant must provide with the application a certificate of insurance showing the Board of Trustees as an additional insured.
- (d) Pursuant to the right to hold events in or on University facilities, University-related and Non-University organizations will indemnify and hold harmless the University, the Board of Trustees, and the Florida Board of Governors, and their officers and employees, from any and all liability, whatever its nature or description, caused by or resulting from the use or proposed use of the University facilities.

Authority: BOG Regulation 1.001. History—New 5-28-85, Formerly 6C7-4.292, Amended 12-22-86, 7-27-92, 4-27-03, 11-20-06, 6-4-07, 06-09-08, Formerly 6C7-4.0292, Amended 1-15-2010, 2-5-15, 6-22-15, 7-19-18, 6-25-24, 9-22-25.