

Post this Agreement at the Event Entrance



Event Management Safety Agreement

Event ^A		Event Date(s)	
Program ^B		Event Location	
Responsible Event Manager ^C		Contact phone	
Onsite Point of Contact ^D		Contact Phone	

Does your event have non-UWT attendees? Yes No

Is alcohol being served? Yes No Is food being served? Yes No

If yes, are you using a preferred caterer? Yes No *If no, please attach approval paperwork.*
Please attach Temporary Food Service Permit.

Name of Caterer

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1. Exits

- Make sure **EXIT** signs are visible.
- Maintain an unobstructed, three-foot wide pathway to all exits.
- Do not block exits **ever** with anything.

2. **Occupancy**— Never exceed the posted maximum occupancy of an event space.

3. Food—

- Only use licensed and insured caterers for events offering prepared hot and cold foods. This rule applies to all events except those limited exclusively to UWT students, staff, and faculty.
- Homemade food items or items that require preparation are not permitted for events except those limited exclusively to UWT students, faculty, and staff.
- A [Temporary Food Service Permit](#) is required for public events on UW property where food is sold or given away. It allows EH&S to evaluate the safety of food preparation, handling and storage by external vendors that operate with a license from the local health department.

4. Alcohol—

- Approved Alcohol Service Request Forms are required to serve alcohol at an event.
<http://www.tacoma.uw.edu/uuf/serving-alcohol-campus>
- Food and non-alcoholic beverages must also be served at any event where alcohol is served.
- Use a licensed pourer if the event is open to the public.
- Campus Safety & Security Department must be contacted to determine on a case by case basis if extra security is needed.

5. **Money Handling**—Money handling arrangements must be approved by [UWT's Finance Office](#).

6. **Tables**—Do not set up, store, remove from storage, or breakdown tables. Only paid UWT Event Staff^E may do so.

7. **Room Arrangements**—Tables and chairs may only be shifted within the space reserved for the event. If event space is rearranged, it must be restored to its original configuration within the amount of time reserved for the event.

8. **Ladders**—Do not use ladders for any purpose. Only paid UWT Event Staff^E may do so.

I have read and agree to manage my event consistent with the requirements of this Agreement. I understand that should I fail to do so my authority to reserve UWT event space may be suspended or terminated.

Signature _____ Date _____

Responsible Event Manager

Instructions

Event Management Safety Agreement

Subject to enforcement by Campus Safety & Security (253) 692-4416

Submit a signed Agreement to the Office of Events & Conferences one week prior to the event

Email: ecsugt@uw.edu Phone: 253-692-4306

Note	Subject	Instructions
A	Event	<p>An event is any gathering using UW Tacoma classrooms, meeting rooms, or outdoor assembly areas that meet one or more of the following criteria.</p> <ul style="list-style-type: none">• Location<ul style="list-style-type: none">○ William Philip Hall○ The Dawg House○ University Y○ Prairie Line Trail○ Commerce Plaza (including the Grand Staircase)○ Gillenwater Plaza• Entertainment is planned• Is open to non-UW Tacoma attendees• Alcohol will be served• Money handling will be necessary• Set up is needed• Special room arrangements or technology setup is required
B	Program/Unit	The name of the program or unit sponsoring the event.
C	Responsible Event Manager	<p>Only UW Tacoma faculty, staff, and SAB/ASUWT officers may reserve UWT space for events.</p> <p>The Responsible Event Manager is accountable for all aspects of the event and for compliance with applicable rules.</p> <p>The Responsible Event Manager must be on-campus during the event.</p>
D	Onsite Point of Contact	The name of the individual who will be attending the event and serve as the individual Campus Safety & Security will contact should it be necessary.
E	UW Tacoma Event Staff	Students employed by Events & Conferences or Student Engagement and who have been trained in room set-up routines for event areas for which they are responsible.