

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 and/or non-alcoholic beverages being served? **Yes** **No**

If yes, are you using a preferred caterer? **Yes** **No** *If no, please attach approval paperwork.*

**Name of Caterer
or where food is coming from:**

1. Exits

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

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

3. Food—

- a. 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.
- b. Homemade food items or items that require preparation are not permitted for events except those limited exclusively to UWT students, faculty, and staff.

4. Alcohol—

- a. Approved Chancellor’s alcohol forms are required to serve alcohol at an event. <http://www.tacoma.uw.edu/events-conference-services/serving-alcohol-event-campus>
- b. Food and non-alcoholic beverages must also be served at any event where alcohol is served.
- c. Use a licensed pourer if the event is open to the public.
- d. 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 Staff⁵ 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 _____

Instructions

Event Management Safety Agreement

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

Submit a signed Agreement to Conference Services one week prior to the event

Email: uwtconfs@uw.edu Phone: 253-692-4769

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">• Hosted in one of the following locations:<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• Food will be served• Alcohol will be served• Money handling will be necessary• Set up is needed• Special room arrangements or technology setup is required
B	Program	<p>The name of the program or unit sponsoring the event.</p>
C	Responsible Event Manager	<p>Only UWT 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	<p>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.</p>
E	UWT Event Staff	<p>Students employed by Events & Conference team or Student Engagement team and who have been trained in room set-up routines for event areas for which they are responsible.</p>