



OUTDOOR EVENT PERMIT APPLICATION INSTRUCTIONS

This application is utilized for outdoor events on campus or other property controlled by the University of Northern Colorado for assemblies, demonstrations, gatherings, parades and/or activities with amplified sound.

Instructions:

1. Contact the Scheduling and Events Office to reserve an appropriate space for your event. You need to have the date, location, time, set-up requirements, and an outline of the type of event to reserve the space.
2. If it is determined you need an event permit, please follow all instructions on this application.
3. The Coordinator for Academic Scheduling and Events can provide guidance in completing this application.
4. This application must be signed on the last page by all three University officials. Make sure that you allow enough time to obtain the required approvals prior to your event.

All steps must be completed prior to bringing the form to the UNC Police Department

5. The completed permit application must be submitted to the UNC Police Department for final approval no less than ten (10) working days prior to your event. The UNC Police Department will contact you when the permit has been approved and is available to pick up.

You must have this permit with you at your event.

Once complete, use one of the following methods to submit your application:

Mail: University of Northern Colorado Police Department
501 20th Street
Campus Box 27
Greeley, CO 80639

In person: UNC Police Department, Gray Hall
(Located on Central Campus, east of Gunter Hall and south of Kepner Hall)

Fax: (970) 351-4286

If you have any questions, please contact the UNC Police Department at (970) 351-2245

OUTDOOR EVENT PERMIT APPLICATION

This application must be completed in full and signed by the Coordinator for Academic Scheduling and Events and the Director of Events and Scheduling before it is submitted to the University of Northern Colorado Police Department. This application must be submitted at least ten (10) working days prior to the scheduled event.

Please type or print in black ink.

Name of applicant: _____
Last First Middle

Address: _____ Phone: _____
Street City State Zip code

Name of Organization: _____

Address: _____ Phone: _____
Street City State Zip code

Authorized Head of the Organization: _____

Event Chairperson: _____

Purpose of Event: _____

Type of Event: _____

Date of Event: _____ Hours: from _____ to _____

Location of Event (or route of parade – attach additional paper or map if necessary):

Approximate number of participants: _____

Number and type of vehicles, if any: _____

Assembly Area: _____ Time: _____

Dispersal Area: _____ Time: _____

If the event will occupy any streets, sidewalks, or other property of the City of Greeley, have you secured a city permit? Yes No Not Applicable

Name of speaker(s), if any: _____

SANITATION, SAFETY, AND SECURITY GUIDELINES

1. The Event Plan must adequately address Sanitation, Safety and Security prior to permit to approval.
2. The Event Applicant, Event Chairperson and the group sponsoring the event are liable and responsible for sanitation and restoration of the event location. This includes insuring that garbage collection and restroom facilities are addressed.
3. The Scheduling office will help guide the applicant to determine whether security or other special safety considerations are required for the requested event. Some events may not need a formal security plan, but will always need a primary contact who will be present at the event.
4. Some events may require a **contracted** University of Northern Colorado police officer or officers for event safety and security. A police officer or officers may be required for events where alcoholic beverages will be served, gatherings in excess of 250 people, traffic control, or other specific safety concerns that are evaluated in cooperation with the Events and Scheduling Office.
5. Only University of Northern Colorado police officers will be employed for an event requiring police unless this requirement is specifically waived by the Chief of Police. Occasionally the UNC police force may supplement their security mission with other police officers in neighboring jurisdictions.
6. Under no circumstances will private, armed security be allowed to work a campus event.
7. Unarmed private security may be utilized under very limited circumstances, but will not serve as a substitute when a UNC police officer or officers are required to be at an event.
8. Volunteers may be utilized to fulfill very basic security needs. This includes monitoring entrances, taking tickets, barricade control, etc. Volunteers should be readily identifiable as having association with a security function for the event. Volunteers should be easily recognizable to both attendees and responding emergency personnel.
9. Under certain circumstances, EMT's, paramedics or fire emergency personnel may be required at an event.
10. The University of Northern Colorado Chief of Police or designee is the final authority on all guidelines related to safety and security for campus events.
11. The UNC Police Department can be reached 24-hours a day by phone at (970) 351-2245, or by dialing 1-2445 or 911 from any campus phone.

SANITATION, SAFETY, AND SECURITY EVENT PLAN

Describe in detail the plans for sanitation, safety, and security at your event. If necessary or required, provide a diagram labeling the location(s) of sanitation and toilets, first aid, security, event management, etc.

SANITATION:

Has sanitation/garbage collection and/or pick-up been addressed for this event? Yes No

Who in your group is providing sanitation/garbage collection and/or pick-up?

What types of sanitation/garbage facilities and collection will be provided?

Will toilets be provided? Yes No If yes, how many? _____

Where will the toilets be located? _____

Who in your group is responsible for clean-up and restoration? _____

Describe your clean-up and restoration plans:

SAFETY AND SECURITY:

Describe your safety and security plan:

Will the UNCPD be contracted for security? Yes No

Note: this may be required – contact Scheduling

Will other unarmed, paid security be utilized? (Subject to approval) Yes No How many? _____

If yes, provide the unarmed, paid security supervisor's contact information (name and phone number):

Will other voluntary security be utilized? Yes No How many? _____

How will they be identified? _____

Will there be a first aid station/emergency medical provider at your event? Yes No

Where will the first aid/medical station be located, and who is providing first care?
