

TRINITY UNIVERSITY
EVENT REVIEW GUIDELINES FOR APPROVING AUTHORITIES

The purpose of the Event Review Committee is to reduce potential risk to the Trinity community and guests through event review and planning. The Event Review Committee (ERC) is comprised of faculty, staff, and student representatives that gather weekly to review events that present an elevated risk to Trinity and make recommendations for mitigating the identified risks. These guidelines are provided to assist Approving Authorities with determining when a proposed event poses an elevated risk and should be submitted to the ERC for review.

If any of the Risks identified below are present the Event Information Form should be submitted to the ERC for review. Submitting the recommended Mitigations with the Event Information Form will streamline the review process.

Risk	Mitigation	Notes
Access to Trinity's Network Is Requested	<ul style="list-style-type: none"> Requires approval of ITS 	
Advertising Through Off-Campus News Outlet(s)	<ul style="list-style-type: none"> Requires approval of Marketing 	
Alcohol is Present	<ul style="list-style-type: none"> Request to Serve Alcohol Form should be completed and submitted to Risk Management for review Student events with alcohol should be submitted to Student Involvement for review 	
Experiments/Lab work	<ul style="list-style-type: none"> EHS approval required Training required through EHS Student and Participant Release and Indemnity Agreement required Non-Trinity Participants should sign hard copy Student and Participant Release and Indemnity Agreement 	
Filming of Event	<ul style="list-style-type: none"> Requires approval of Marketing TU contract template signed Certificate of Insurance with Trinity University, One Trinity Place, San Antonio, TX 78212 endorsed as an Additional Insured Submit to Risk Mgt. Possible Photo/Multimedia Release 	

<p>Food is Prepared and/or Served by Trinity Students, Staff, Faculty, or Guests</p>	<ul style="list-style-type: none"> • Conferences & Special Programs and Aramark approval required • Department or individual is responsible for compliance with the City of San Antonio Metropolitan Health District regulations for Temporary Food Establishments. 	
<p>Fundraising</p>	<ul style="list-style-type: none"> • Is prohibited • Entrance fees may be considered fundraising; requires prior approval • Exceptions require approval of VP Alumni Relations & Development 	
<p>History of or Potential for Protests or Disturbance</p>	<ul style="list-style-type: none"> • ERC review and Executive Staff approval required • TUPD required • Other possible mitigations may be required (i.e. contract and insurance) 	
<p>Minors Are Involved</p>	<ul style="list-style-type: none"> • Background check through HR • Training required through Risk Mgt. • Student and Participant Release and Indemnity Agreement required (hard copy) 	
<p>Open to the Public</p>	<ul style="list-style-type: none"> • TU contract template signed • Certificate of Insurance may be required with Trinity University, One Trinity Place, San Antonio, TX 78212 endorsed as an Additional Insured • Submit to Risk Mgt. 	
<p>Political Events/Risk to TU's 501(c)(3) Status</p>	<ul style="list-style-type: none"> • University departments and USOs are prohibited from hosting partisan political events. • RSOs may host partisan political events. Acknowledgement Form and License Agreement Related to Services Provided to Student Organization required. • Review ACE Guidelines and Guidelines for Political Activities for Student Organizations. 	

Sports or Other Recreational Activity	<ul style="list-style-type: none"> • Medical Consent, Release and Indemnity Agreement required 	
TU Faculty or Staff Member Will Not Oversee the Event	<ul style="list-style-type: none"> • Elevated risk events require oversight by at least one TU faculty or staff member 	
Use of TU Name or Logo by Third Party/Vendor	<ul style="list-style-type: none"> • Requires approval of Marketing 	

A Contract Is Generally Required When:	Notes:
<ul style="list-style-type: none"> • A Third Party/Vendor is on campus 	
<ul style="list-style-type: none"> • Filming of Event by a Third Party/Vendor 	
<ul style="list-style-type: none"> • Physical Activity, Health Assessment/Screening, Blood Drive, Massage, etc. 	
<ul style="list-style-type: none"> • The Event is Open to the Public 	
<ul style="list-style-type: none"> • The Third Party/Vendor is Paid However if a Third Party/Vendor is not paid that does not mean that there is no risk. As a result, a contract and insurance may be recommended for Third Parties/Vendors that are not paid. 	
<ul style="list-style-type: none"> • There is a Potential for Disruption/Disturbance A disturbance is anything that may cause confusion/disorder/interruption, impede the progress of, or prevent the normal or expected functioning. 	
<ul style="list-style-type: none"> • Use of Trinity Name or Logo by a Third Party/Vendor 	

Insurance Is Generally Not Required For:	Notes:
<ul style="list-style-type: none"> • Speaking events inside the classroom that are part of the curriculum 	
<ul style="list-style-type: none"> • Speaking events that are not advertised for attendance outside of a department or organization 	

A Release Form Should Be Completed By Participants When:	Notes:
<ul style="list-style-type: none"> Minors Are Involved – Participants and their Parents or Guardians should sign the Student and Participant Release and Indemnity Agreement. 	
<ul style="list-style-type: none"> Lab work Is Involved – Participants and their Parent or Guardian, if applicable, should sign the Student and Participant Release and Indemnity Agreement. 	
<ul style="list-style-type: none"> Physical Activity Is Involved – Participants and their Parent or Guardian, if applicable, should sign the Medical Consent, Release and Indemnity Agreement. 	

Training Should Be Provided When:	Notes:
<ul style="list-style-type: none"> Minors Are Involved – Risk Management Or Conferences and Special Programs or Athletics for camps 	
<ul style="list-style-type: none"> Lab work Is Involved - EHS 	