

TRINITY UNIVERSITY EVENT REVIEW GUIDELINES

The Event Review Committee aims to reduce potential risk to the Trinity community and guests through event review and planning. The Event Review Committee (ERC) comprises faculty, staff, and student representatives that gather weekly to review events where the host organization, department, or office has indicated may 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 are present, the risk mitigation strategies below should be followed and the T-SPACE Reservation Request and/or the Student Organization Event Information Form (EIF) may need to be submitted to the ERC for review (eventsreview@trinity.edu). Contact the ERC Co-Chairs for a consult if you are unsure whether the event should be submitted. Submit the T-SPACE Reservation Request and/or Student Organization Event Information Form and risk mitigation strategy from below, to streamline the review process.

Risk	Mitigation Strategy	Notes
Access to Trinity’s Network Is Requested for Credit or Payment Card Processing	<ul style="list-style-type: none"> • Vendor should process outside of the TU network on their own mobile Wi-Fi hotspot • ITS needs to approve the merchant processor (e.g., Square, Clover, Stripe, etc.) • Vendor should verify PCI DSS compliance in contract and provide certification to Risk Management 	
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 Policy – Risk Management • Request to Serve Alcohol Form should be completed for University departments • Requests to serve alcohol at student events should be submitted to the Office of Student Involvement for review • Alcohol Policy for Faculty and Staff Regarding Students – HR • Alcohol Policy – Dean of Students 	

<p>Charter Bus Transportation</p>	<ul style="list-style-type: none"> • Each TU faculty, staff or student participant voluntarily electing to ride Charter Bus is required to sign the Student and Participant Release and Indemnity Agreement • Non-Trinity Participants should sign hard copy Student and Participant Release and Indemnity Agreement 	
<p>Experiments/Lab work</p>	<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 	
<p>Filming of Event</p>	<ul style="list-style-type: none"> • Requires approval of Marketing • TU contract template signed • Certificate of Insurance required • 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"> • Chartwells approval required • Department or individual is responsible for compliance with the City of San Antonio Metropolitan Health District Sanitation Guidelines and 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 of 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 • TU contract template signed <ul style="list-style-type: none"> • Certificate of Insurance required. RSOs are not required to obtain COIs for Speakers. • Marketing to monitor social media • Other possible mitigations may be required 	
<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 	
<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 campaign-related or similar political events that pose a risk to the University's 501(c)(3) status which prohibits the University from participating in political campaigns for candidates or ballot initiatives. The University is further prohibited from conducting lobbying activities. • RSOs may host political events that are <u>not</u> campaign rallies or similar events in compliance with the Guidelines for Political Activities for Student Organizations. Candidate appearances that include fundraising are deemed campaign rallies and are not permitted. Acknowledgement 	

	<p>Statement for Partisan Political Events and License Agreement Related to Services Provided to Student Organization required. Review ACE Guidelines.</p> <ul style="list-style-type: none"> • Certificate of Insurance required. RSOs are not required to obtain COIs for Speakers. • ERC review required; ELT approval and other mitigation strategies such as TUPD may be required 	
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 	
<ul style="list-style-type: none"> • Risk to the University's 501(c)(3) status 	

Insurance Is Generally Required For:	Notes:
<ul style="list-style-type: none"> • All events. • RSOs are not required to obtain Certificates of Insurance for Speakers. 	
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 Medical Consent, 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 Athletics for camps 	
<ul style="list-style-type: none"> • Lab work Is Involved - EHS 	

