

Original Adoption: October 13, 2020

Revised November 30, 2022

Z •%o } v •] o Z v o o } OE [ • UAF] Chief of Staff OE W

Responsible Department/Office: Chancellor K ( ) ~ h v ] À OE •] š Ç À v u v š

---

The purpose of this policy is to assist the organization in planning successful events while providing a process whereby the university can review the specific events being held on campus, assess applicable university policies, and address any safety or liability concerns.

---

---

Events are activities held or sponsored by UAF, student organizations, campus departments, and/or off-campus organizations designed for the benefit and enjoyment of the campus and the Fairbanks community. These events may be held on or off campus.

---

: An agreement required to be in place when external entities access university facilities or grounds for over 14 days or 80 hours annually. The FUA/LUP ensures the external entity assumes all responsibility, risk, and liability associated with the activity. FUA/LUP facility users will work with UAF Facilities Services for agreements. External entities pay fair market value rents unless substantial education benefits are demonstrated. These may only be approved by an employee with delegation from the Chancellor.

An agreement that allows external entities to use university facilities on a short-term basis, typically one-time events lasting less than two weeks or recurring events less than 80 hours per year. An event space rental agreement is only valid up to a maximum of one year. The agreement may only be approved by an employee with delegation from the Vice Chancellor of Administrative Services.

UAF Campus 8 \$ ) 7 U R W K < H G G K D ¶ & D P S X V L Q w j e l r u e f d n y o p r t s G R W K H U

UAF Events CommitteeA committee chaired by the UAF Institut

i.

UAF reserves the right to reschedule, postpone, or cancel any event for safety-related reasons (e.g., acts of God, weather emergencies, COVID concerns, other safety or security items at the XQLYHUVLW\¶V GLVFUHWLRQ HWF

---

The following activities do not go through the events approval process. However, they must adhere to the policies that relate to conduct, safety, and liability.

**1. Facilities Use Agreements (FUA) and/or Land Use Permit**

Facilities Use Agreements (FUA) and Land Use Permits must be in place when non-affiliated organizations or external users access university facilities or grounds for over 14 days or 80 hours annually.

**2. Wood Center, Residence Life, and Other Routine Business Operations**

Routine business operations/meetings, including Wood Center, Residence Life, and student clubs