

Event Safety Manual

*Environmental Health & Safety
University of South Florida
4202 East Fowler Avenue, OPM100*

Event Safety Manual

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The objective of the Event Safety Manual is to acquaint the University community with the requirements for events on USF campuses. The Manual also protects the interests (fiscal, physical and community relations) of the University and its population.

Failure to comply with the standards established in the Manual may result in cancellation

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Reserved Activity/Event Procedure:

Tampa - Student group and USF Departments should review the [Student Organization Event and Meeting Services Policies](#) for information on planning and scheduling events through the [Marshall Student Center](#).

For Signage, Space Management and Non-Student Sponsored Events, refer to [USF Policy 6-028: Activities, Signage and Use of Public Space](#).

Events outside of the Marshall Student Center sponsored by USF Departments or USF related organizations should use the [Reserved Activity Request](#) process.

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Alcohol:

Refer to the [USF Policy #30-023 Alcohol Policy](#) for policy guidelines and the approval process to serve alcohol at events.

Parking:

USF departments that are sponsoring or co-sponsoring an event on campus shall request parking permits and/or use of parking spaces from the applicable parking authority at least two weeks in advance. Assignment for event parking will be determined based on space availability.

[Tampa Event Parking](#)

[USFSP Event Parking](#)

[USFSM Event Parking](#)

Insurance:

The event sponsor must complete and submit the [Reserved Activity Request Form](#) and provide verification of insurance for all vendors to EH&S a minimum of two weeks prior to the start date of the event. The vendor's insurance agent/broker shall provide a current Certificate of Liability Insurance in the amount of \$1 million per occurrence/ \$2 million general aggregate,

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Form. The notification form may be emailed, faxed, or hand-delivered to EH&S.

2) Comply

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4. Fueling or defueling of vehicles shall be prohibited.
5. Vehicles shall not be moved during exhibit hours.

Accident/Incident Reporting:

Any accidents/incidents involving students or the public should be reported to USF Police at the time of the incident. Any accident/incident involving faculty or staff during working hours should be reported to their supervisor or department designee **immediately**.

In an emergency, call 911 for assistance. Be sure to provide information about the location, type and severity of the problem. Ensure that event staff can assist emergency responders with finding the location of the emergency, if necessary.

Significant near misses or identified hazards should be reported to EH&S. It is recommended that any significant complaints made by attendees, contractors or local residents are reported to University Police and EH&S, and all remedial actions taken should be recorded.

See the following resources for guidance