



UNIVERSITY of WISCONSIN  
**GREEN BAY**

## Event Guidelines:

### Process of Planning an Outdoor Event at UW-Green Bay

---

What events fall under these guidelines?	Page 2
Designating a Contract Person	Page 2
Will you be selling/serving food?	Page 3
Will you be erecting tents/structures?	Page 3
Will your event require special power/utility requirements?	Page 4
Will your event require any street closures?	Page 4
Will your event require special parking arrangements?	Page 4
Do you plan on using the Arboretum Trails?	Page 5
Fees and Other Information	Page 5
How to determine if you need additional services	Page 6
Contacts	Page 9

---

## What Events Fall Under these Guidelines?

*Any event that: (may fall under one or more):*

- Interferes with the usual flow of traffic (auto or pedestrian) or requires any additional regulation of traffic on streets or walkways;
- Incorporates the use of sound amplifying equipment or instruments;
- Involves use of any outdoor area on campus for a period in excess of two hours at which 10 or more people will be continuously congregated;
- Involves an organized run, walk or other physical activity;
- Will be open to members of the non-University community or general public as invitees to the event;

## Does one or more of the above criteria apply to your event?

If yes, an Outdoor Event Request must be completed and submitted to Andrew Wenig, University Union: [weniga@uwgb.edu](mailto:weniga@uwgb.edu)

If you are not sure, if your event meets the definition of special event please contact University Reservations (920) 465-2462 or [unionres@uwgb.edu](mailto:unionres@uwgb.edu) to discuss.

---

## Group Contact Person:

Your group must designate **ONE main contact** to help coordinate services (attend meetings and communicate needs with departments as applicable) for your event. It is likely University officials will need to meet and/or speak to the Event Coordinator to help ensure needs of the event are met and that specific details about the event are discussed.

**DO NOT** assume after completing and submitting a request for an Outdoor Activity that the event will be scheduled, the University Union will not approve the event until all applicable departments involved approve the application and request assessment of fees and restrictions.

**Only when your group has accepted the conditions of use and made necessary payments will the event be scheduled.**

*The contact person designated will generally be sent the approved permit unless otherwise requested.*

---

## **Will you be selling or serving food?**

All food and beverages served on campus must be purchased from University Dining Service.

If you wish to have this requirement waived, a Food Waiver Request Form (see University Dining Services Food Waiver Request Form) **must be completed and signed by the Director of University Dining Services Contract Administrator.**

Any distribution of food or beverage of any kind outside of this policy will be considered a violation and will be grounds for termination of the event.

Please see the following:

[http://www.uwgb.edu/union/policies/assets/pdf/policies/foodbeverage\\_policy.pdf](http://www.uwgb.edu/union/policies/assets/pdf/policies/foodbeverage_policy.pdf)

---

## **Do you intend on using any temporary shelter or tents**

Use of small tents or canopies is permitted on campus **only with prior approval.** The User is solely and exclusively responsible for the safe erection and maintenance of any structure. The user will be responsible for any damage caused to University property as a result of the presence of the structure.

In the event that you will be using a third party vendor to erect a larger shelter (e.g. commercial tent) the vendor must provide the University with proof of insurance naming “the Board of Regents of the University of Wisconsin System d.b.a. UW-Green Bay as an also insured. The University has the right to decline any request of this type and may require the event be moved to facilitate the use of the temporary shelter.

**PLEASE NOTE THAT TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot).**

It is the user’s responsibility to contact **DIGGERS HOTLINE** for tent stakes (1-800-242-8511).

---

---

## Will you require electrical power or additional utilities?

If yes, the Union and Facilities will need to review your request to ensure adequate power and electrical facilities and distribution are available. The use of gas powered generators is prohibited.

The use of any sound amplification devices or lightening must be approved by the University Union. For a fee, the University Union can provide sound, lighting, projection & audio equipment. Please check with the University Reservations staff for more information. To arrange for use of any of these items, contact Technical Services Coordinator [uutech@uwgb.edu](mailto:uutech@uwgb.edu) three weeks before your event.

---

## Will your event require ANY streets to be closed or crossed?

Please remember that all of the streets located on the campus of UW-Green Bay are public streets subject to all traffic laws. If you will be requesting any of these streets be closed, or if your event will require individuals crossing the streets as part of participation, Public Safety will need to review the plan and determine if additional officer support is necessary.

Public Safety will review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **Public Safety must authorize all street closures regardless of duration and will assess additional fees if traffic control is deemed necessary.**

*This requirements governs UW-Green Bay Property only. In the event that your activity with have a component which is outside of campus property, it is your responsibility to confirm with the jurisdiction serving that area permission to hold the event. Public Safety reserves the right to require confirmation from that jurisdiction before approving the event.*

---

## Will your event require parking arrangements?

If yes, we will need to know an estimate of how many cars and what lots you intend on using. In addition, if you plan on using directional signage, the signs and locations must be approved by Public Safety before posting.

As the State of Wisconsin provides no state tax money to administer and maintain parking facilities or construct new lots a parking fee is levied to generate operating and construction funds. For this reason a parking fee will be assess as follows for all events which anticipate attendance greater than 300.

A parking plan must be approved with Public Safety. The plan will include: additional signage required, non-sworn staff required (volunteer or paid) and the number of sworn officers required.

Attendance:

Greater than 300:	\$50 per day
300 to 500:	\$100 per day
501 to 1000:	\$200 per day
1001 to 1500:	\$300 per day
Greater than 1501:	\$500 per day

These fees shall be based on anticipated attendance and will not be refunded due to lack of participation.

---

### **Do you want to use the Arboretum Trails?**

- Trail events may not involve more than 150 participants unless special permission is given;
- No permanent markings may be placed on the trails and all temporary markings must be immediately removed at the end of the event;
- If your group is not affiliated with the University a **donation of \$150.00** will be required to the Cofrin Arboretum **in addition to any fees** that may be assessed;
- Except by special permission, use of the trails for this purpose is limited to the dates between the 3<sup>rd</sup> Saturday in April through 3<sup>rd</sup> Saturday in October;
- Distances for the walk/runs in the Arboretum are limited to 5ks, unless specific permission is given;
- In the event of any conflict user requests by University group will be given first priority
- No event which uses the trails may distribute to its participants or spectators; beverages in plastic disposable containers; paper cups or durable containers must be used
- Dogs, except for service animals, are not allowed on arboretum trails. Event coordinators are responsible for enforcement of this rule and any participant who brings a dog shall be prohibited from participating.

## **Fees & Other Information**

Sponsors of special events must comply with all applicable city ordinances, traffic rules, University of Wisconsin System regulations, state health laws, fire codes, and liquor licensing regulations.

**Domestic animals, aside from certified service animals, are not permitted on campus. It is the sponsor's obligation to strictly enforce this policy.**

**If the Office of Public Safety or University Facilities Department deem that additional services are required (see below section)** an assessment of the actual cost will be required and due prior to the event.

In most circumstances, non-University groups will be required to show proof of insurance for both participants and spectators in most cases. Prior to approval of your event, the Campus Risk Manager will require a certificate of insurance to be provided with appropriate coverages, limits, and endorsements.

If your group does not have current insurance you may apply for Special Event Insurance (TULIP) through Gale's Creek, the University provider. To request a quote for your event please refer to <http://www.eventinsurancenow.com/> for more information.

For more information contact Campus Risk Management at 920-465-2210.

---

## **Determining if the event needs fire, emergency medical and/or police services;**

The need for multiple or additional resources will be determined by the relevant area of campus and be communicated to the event contact person.

Special Risk Considerations which may affect the required fire, medical or police resources needed include but are not limited to:

- |   |  |
|---|--|
| <input type="checkbox"/> Night vs. Daytime        | <input type="checkbox"/> Location/Geography/Multiple Locations   |
| <input type="checkbox"/> Alcohol availability/use | <input type="checkbox"/> Weather/Time of Year                    |
| <input type="checkbox"/> Length of Event          | <input type="checkbox"/> Problems encountered with Event in past |
| <input type="checkbox"/> Type of Event            | <input type="checkbox"/> Fireworks/Pyrotechnics                  |
| <input type="checkbox"/> Audience Demographics    | <input type="checkbox"/> General Admission/Reserved Seating      |

## **FIRE:**

Unless specific authorization is provided, no event may incorporate open flames, heating units which use flammable material as fuel or grills without explicit permission from the Office of Public Safety. In all cases a fire permit will be required. Additional information may be found at [http://www.uwgb.edu/publicsafety/policies/policy\\_grill\\_and\\_fire\\_pit.htm](http://www.uwgb.edu/publicsafety/policies/policy_grill_and_fire_pit.htm).

The use of pyrotechnic and fireworks is strictly prohibited. Special application must be made by a licensed operator prior to use of any of these devices.

## **POLICE:**

Public Safety Officers may be required for crowd security, traffic control or parking assistance. In the event that additional or designated staff will be required to facilitate the event, the group will be assessed the actual cost of the staffing and equipment;

The following matrices will be used **in general** to determine staffing needs of the event, but may be modified based on the specifics of the event (i.e. alcohol, night event, nature of event).

## **Security & Traffic Control:**

Event Type	Anticipated Maximum Crowd Size	0-2 Officers Plus 0-1 Supervisor	1-6 Officers Plus 0-1 Supervisor	2-10 Officers Plus 1-2 Supervisor	3- 20 Officers Plus 2-4 Supervisors
Any Event Requiring a Special Event Permit	Less than 500	X			
	501 to 1500		X		
	1501 to 4,000			X	
	Over 4,000				X

- \* *The Office of Public Safety has the sole right to determine the number of officers required to be present for security and traffic control. The User shall be responsible for the actual salary and fringe (minimum of three hours) for any officer assigned to the event.*
- \* *In the event that additional traffic barriers are required, the User shall be responsible for obtaining such devices at its own cots and which **must be approved by the Office of Public Safety** not less than 5 business days before the event.*

**EMERGENCY SERVICES:**

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	Hydration Station	Ambulances
Non-Athletic	<300	✓			
	300 to 500	✓	✗		
	500 to 1000	✓	✗	✗	
	1000 to 1500	✓	✓	✗	
	>1500	✓	✓	✗	✗
Athletic	<150	✓			
	150 to 250	✓	✓	✗	
	250 to 500	✓	✓	✓	
	>500	✓	✓	✓	✓

✓ Required

✗ Recommended

**Trash Removal and Sanitation Stations:**

Internal sanitation will be available on a limited basis. For outdoor activities, please note the following chart to determine whether you will need additional toilet facilities.

**Portable Toilet Guidance**

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1000	4	5	6	7	7	8	8	8	9	9



## **Trash Removal:**

For all events for which maximum attendance is greater than 300 a trash removal fee of \$100.00 will be assessed, with an additional \$50.00 for every 100 people thereafter.

Additional fees may be assessed based on attendance, duration and the availability of food or other items. In all events in which temporary signage will be posted by the User a deposit of \$200.00 will be provided to the Office of Public Safety with the submission of the User Fees. In the event that all signs are not removed within 24 hours of the conclusion of the event, the signs will be removed and destroyed by University staff and the deposit forfeited.

## **Payment:**

All costs and fees required must be paid prior to the event being scheduled.

In limited circumstances outside vendors may be retained for limited services; however, University approval of such vendors and services shall be obtained prior to the event, and if medical services are provided by an outside source, a medical plan must be approved by the Risk Manager.

---

## **Contacts:**

### University Reservations:

**Email:** [unionres@uwgb.edu](mailto:unionres@uwgb.edu)

**Phone:** (920) 465-2462

### Public Safety:

**Email:** [publicsafety@uwgb.edu](mailto:publicsafety@uwgb.edu)

**Phone:** (920) 465-2300

### Risk Management:

**Email:** [paquetc@uwgb.edu](mailto:paquetc@uwgb.edu)

**Phone:** (920) 465-2210

### Facilities:

**Email:** [facilities@uwgb.edu](mailto:facilities@uwgb.edu)

**Phone:** (920) 465-2394