



UNIVERSITY OF CENTRAL FLORIDA

Risk Management

PO Box 163500
Orlando, FL 32816

Run/Walk Event Guidelines

The University welcomes organizations to use campus space to hold non-profit fundraising events, such as competition races or race events; however, guidelines must be followed to protect the natural plant and wildlife on campus, as well as UCF faculty, staff, students, and visitors. Below are the guidelines that must be observed in order for an organization's event to be approved.

1. **SAFE Form:** This form must be submitted for any event on campus that has the potential to create a risk of harm to persons or damage to public or private property. The [SAFE Form](#) must be signed and delivered to the Office of Student Involvement within 15 calendar days prior to the scheduled event.
2. **Sponsoring Organization:** Provide background information on the organization and/or individual(s) sponsoring the event, and the objective of the event.
3. **Event Participants:** Identify the number of expected UCF and non-UCF participants.
4. **Insurance:** Per [UCF-4.0292](#), a Certificate of Insurance is required from an off-campus vendor, indicating a minimum General Liability limit of \$1 million per occurrence, and list the "UCF Board of Trustees" as Additional Insured. A sample [Certificate of Insurance](#) is provided with required sections highlighted in red. If the Certificate of Insurance requires an endorsement for Additional Insured status, then that endorsement must be supplied with the Certificate of Insurance.
5. **Layout:** Submit a layout of the event, including the route participants will be taking around campus, showing the placement of vendors, tents or temporary structures, inflatables, and start and end of the race. Only routes using designated crosswalks will be approved, unless the UCF Police Department is managing the street crossings. Please see example layout on page 3.
6. **Health Concerns:** As this type of event is classified as an "athletic event," first-aid arrangements must be planned for and described. Additionally, review the event requirements to determine if the services of trained medical personnel, such as EMTs, are needed.
7. **Food & Drink:** Vendors not on the [University Approved Caterer](#) list require a Certificate of Insurance; however, this requirement does not apply to pre-packaged food and drink purchased off campus and brought to the event. Depending on the nature of the event, water and light snacks may be needed.



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8. **Signs:** Special restrictions apply to the type, amount, and placement of temporary signs by non-University organizations. Refer to the [Landscape & Natural Resources](#) webpage for further instructions on the requirements and approval process for temporary signs related to the event.
9. **Landscape:** Any alterations, markings or heavy-duty equipment (e.g., cars, trucks, bobcats, trailers, etc.) that are used on grass, natural lands, or landscaped areas of campus must be reviewed and approved by the Landscape & Natural Resources Department. Any alterations, markings, or damage caused by an event may be subject to additional charges and/or suspension of privileges at UCF facilities.
10. **Tents and Temporary Structures:** Any stages, scaffolding, temporary structures or tents over 10ft by 10ft, will require a permit and approval by the [Fire Safety Office](#). Please refer to their webpage for instructions on the permitting process and additional requirements.
11. **Inflatables and Amusement Style Rides:** These types of rides are high risk and as such, require additional items before approval can be given. This includes completion of the Tents and Temporary Structures permit along with the flame certificate, showing compliance with NFPA 701, if applicable and the manufacturer's maintenance and/or operations manual. Once these items are review by EHS and the Fire Safety Office, a decision on approval can be made.
12. **Electrical Power:** Contact Work Control Center at 407-823-5223 for power service requests.
13. **Waste Management:** UCF encourages all organizations to recycle, as it protects the natural beauty of the campus and the State of Florida. Coordinate with [Housekeeping & Recycling Services](#) to provide a sufficient amount of receptacles for your event.
14. **Cord Management:** Review the placement of cords for the event, making sure they do not cross walkways, and are securely fastened in place. Avoid running cords where participants or others will be walking. When using electrical cords outside, they must be commercial grade with a grounding point and a UL rating.
15. **Restrooms:** Buildings may be closed or access limited during your event. Arrangements should be made to provide an adequate number of portable toilets for participants.

Please note that a site inspection is required for all events which will have temporary structures or amusement style rides. This will be completed by the Fire Safety Office prior to the start of the event.



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