Planning Activities or Events Overview

When planning events and activities that ULV sponsors you MUST HAVE:

– Advisor and/or Student Life approval
– Room/Area reserved by Campus Center Scheduling Office
– Contracts (reviewed by Risk Management and signed by Associate Vice President of Finance)
– Waivers and releases (reviewed by Risk Management)
– Certificates of Insurance must be present to Risk Management 5 business days before the scheduled event
– Emergency response plan (what to do in an emergency)

For more information, contact the Office of Risk Management at x4516.

Event Planning Checklist

All student organizations, both undergraduate and graduate, must follow the institutional policies and procedures of the University of La Verne in organizing and participating in functions that are either supported by, or organized on behalf of the institution, or bear the name of the University in their advertising. The following is a “checklist” of items for review and follow-through with the Student Life and their advisors or sponsors, followed by explanations of the items:

Event Approval

• Is the event sponsored by a ULV organization? (No contract needed as we would for 3rd parties, but sufficient documentation from your area is needed for tracking).
• A ULV person may be the contact person for an event, but if the event is for a 3rd party organization, the rules for 3rd parties would still apply.
• Is the event a 3rd party event, which would require appropriate contractual obligations including fees, insurance, etc.
• Is the Scheduling Office form complete and do you have all the signatures needed to reserve the room or area for the event.

Contracts Signature Authority

• All contracts must be reviewed by Risk Management before being sent for University signature.
• All contracts must be signed by the University of La Verne Associate Vice President of Finance to be valid.
Contracts Approval Routing

Who is on the routing form for approval for the contract? It should include - your club, sorority or fraternity advisor approval, Student Affairs approval, Risk Management and finally the Associate Vice President of Finance’s approval.

Contracts - Recitals and Language

- Title of contract or event for identification
- Date of event
- Date you need the contract back in your office (allow 21 working days for appropriate approvals)
- Does the contract state University of La Verne and (Organization or department hosting the event)?
- Is the date specified and accurate on the contract?
- Is the 3rd party noted on the contract?

Contracts-Insurance and Indemnification Language

- Does the contract have language that says “the purchaser is responsible for anything whatsoever”?
- Is there a separate section for “Insurance” requirements for La Verne or for the entity we are contracting with?
- Is there a requirement for La Verne to provide a “certificate of insurance?” For the 3rd party to provide a certificate to La Verne?
- Does the language note that “La Verne shall be named as additional insured” or vice versa?

Contracts - No Insurance

- If the 3rd party/Independent Contractor does not have insurance, they will need to either sign the ULV Third Party Agreement or;
- They will need to purchase a “Tenant User Liability Insurance Policy” or TULIP policy.
- TULIP is an underlying layer of insurance that provides $1Million coverage for an event per day purchased. It protects the university from our initial insurance coverage for 3rd parties, and your department from incurring a potential deductible.

Independent Contractors

- If you are working with a 3rd party contractor who is being paid on behalf of the University for services rendered, such as a speaker, band, vendor providing games or short-term project, you can either work with Risk Management to provide a “Performer or Independent Contractor Agreement” which protects the university for various liability concerns during the event.
- Absolutely no personal checks or direct pays should be paid to persons who are performing a service to the university.
- All signed contracts or agreements and support documents will need to accompany your check request.
Itinerary

Do you have a complete, detailed itinerary for your event stating? :

- Who will be attending, persons outside of ULV students
- What the event is about/for
- When the event is to take place
- Where the event is taking place
- Who supervision or be in authority of the event (appropriate faculty/staff advisor or responsible person).

Waivers and Releases

- Have you worked with Risk Management to provide appropriate language for the contracts and waivers?
- You must have a copy of the waivers in your office by event date, and maintain the file of waivers for a minimum of two years, the statutory time limit for reporting injuries in California. Provide digital copies of the waivers to Risk Management.

Contracts

Contracts are required in order to ensure that both parties:

- Clearly understand the expectations of each other,
- Are legally bound to the agreement, and
- Have a tangible item representing the agreement

For example:

- Entertainment Contract & Invoice (personal services)
- Rental Agreement (Goods and personal services)
- Database / Software licensing agreement

- Fiscal, risk and legal considerations are reviewed prior to entering into a contract. Agreements may be approved and signed only by a pre-approved University authority.
- All waivers forms will be provided by Risk Management. Do not modify waivers without approval of Risk Management.
- All contracts must be reviewed by Risk Management and signed only by the Controller or in some cases those with signature authority generated from the Board of Trustees.
- Risk Management must review all contracts for liability and insurance language.
- Please allow 2 weeks for review process.