OUTDOOR SPECIAL EVENT SUBMITTAL REQUIREMENTS
(Not all Events will require a Permit)

*** CHECK ALL BOXES THAT APPLY TO YOUR EVENT. IF A PERMIT IS REQUIRED THESE DOCUMENTS MUST BE SUBMITTED ALONG WITH YOUR PERMIT APPLICATION***

Building & Safety Permitting & Inspection link:

https://www.citizenserve.com/ucr

- ✓ LOGIN and register to create a user name and password.
- ✓ Click HOME to Apply for Campus Building Permit and select Subtype SPECIAL EVENT.
- ✓ Complete application and upload the required documents in pdf format.
- ✓ <u>Allow 14 business days for initial plan review/+ 10 days for recheck</u>

EVENT DESCRIPTION	☐ Submit detailed description of event, date & time, designated UCR contact and estimated guests
SITE MAP	☐ Provide expanded view site map that shows the actual UCR site map area of the event site and surrounding areas including fire access roads, surrounding buildings and area where the attendees will be assembling.

EVENT LAYOUT	☐ Provide Legend of symbols ☐ All fire lanes, fire hydrants and Fire department connections must remain unobstructed and shown on site plan ☐ Identify entrance and exit to parking ☐ ADA parking ☐ Fire Department access location ☐ 20' foot Fire Access gates ☐ Canopies ☐ Chairs and aisles (ADA) ☐ Fencing - including gates for fire/Ems access ☐ Fence Signage may include "fire access" "fire extinguishers ☐ Stage or temporary structures (Tents and canopies must be flame resistant**)** ☐ Watering stations (how many) ☐ Restrooms (how many)
Equipment-	☐ Ensure placement of equipment/tents have no impact to UCR utilities/tunnels ☐ Use of UCR personnel lifts, vehicles, scaffold, or material handling equipment is not allowed by vendors unless specific approval has been granted by the UCR Safety Engineer. Vendors should bring/rent their own equipment. ☐ No UCR personnel may use personnel lifts, vehicles, scaffold, or material handling equipment provided/rented the production company without specific approval by the UCR Safety Engineer. ☐ Vendors must provide proof of trained and authorized users for equipment planned for use on UCR property where it is required by Cal/OSHA regulation (aerial lifts, forklifts, scaffold, etc.) ☐ Vendors are required to operate in compliance with all UCR safety programs and Cal/OSHA regulation. ☐ Electrical shut-down of and/or electrical tie-in to UCR power or equipment must be done in coordination with UCR Facilities Services.
TEMP ELECTRICAL POWER	☐ Identify power source
PORTABLE GENERATOR	☐ Requires use and storage, signage approval
FENCE/GATES	☐ Submit specifications along with signage
RESTROOMS	➤ Estimates vary greatly – 1000-3000 Accommodations will be figured on the higher number of 3000 which affects the number of restrooms and ADA restroom count.

STATE RIDES	☐ Submit copies of State permits
	Ride Provider Responsibility:
	  ✓ Verification the site is adequate for ride operation and meets the manufacturer's requirements.
	  ✓ All required safety checks performed prior to opening the ride.
	  ✓ Checklist to document performed inspections.
	  ✓ Provide an emergency plan to rescue stranded riders in the event of power loss or another emergency.
	  ✓ Assurance If at any time the ride breaks it must be shut down immediately.
	  ✓ Repairs made on site "if manufacturer approved parts" are available.
	  ✓ If repairs are done, the safety checks should be completed prior to re-opening the ride.
	➢ **EH&S will not conduct an additional inspection on the day of the event.**

STAGE	☐ Submit construction plans that are stamped and approved with Engineer approval for the State of California and Calculations. ☐ Identify power source
FOOD TRUCK	➢ Inspections conducted by EH&S/Fire.
COOKING/OR OPEN FOOD	☐ Requires EH&S/Fire approval and proper fire extinguishers, signage.
FOOD VENDORS	☐ Submit necessary food permit requests to https://ehs.ucr.edu/publichealth/food-permit-request
FIREWORKS, PYROTECHNICS OR BONFIRES	➢ Requires Fire Marshal approval and internal coordination with Riverside Fire Department (RFD) for stand by time 1 hour before/time of event and 1 hour after event.
UCR PD	➢ Notify PD of large events ➢ Need to be mindful of public gatherings policy and free speech amendments.
TAPS	➢ UCR's parking facilities do not contain potable water. Non-potable water cannot be used for events or services. ☐ Parking lot usage for guest parking and event hosting space requires an Event Parking Agreement. Submit recharge to Event Parking. ☐ Events hosted in parking facilities will require waste collection and litter cleaning through a Recharge to UCR Facilities Services

FACITLITY & EQUIPMENT SET-UP PARAMETERS   https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=425-88