

TRINITY UNIVERSITY
EVENT REVIEW GUIDELINES FOR STUDENT ORGANIZATIONS

The purpose of the Event Review Committee is to reduce potential risk to the Trinity community and guests through event review and planning. The Event Review Committee (ERC) is comprised of faculty, staff, and student representatives that gather weekly to review events that present an elevated risk to Trinity and make recommendations for mitigating the identified risks. These guidelines are provided to assist Approving Authorities with determining when a proposed event poses an elevated risk and should be submitted to the ERC for review.

The purpose of this form is to determine elevated risk events. Any questions outside these events, please email getinvolved@trinity.edu.

Examples of Elevated Risk Events and Recommended Mitigations:

Risk	Mitigation	Example
Access to Trinity's Network Is Requested	<ul style="list-style-type: none"> ● Requires approval of ITS Security Administrator. 	Collection of payment or transfer of funds for a third party through Trinity's network
Advertising Through Off-Campus News Outlet(s)	<ul style="list-style-type: none"> ● Requires approval of Strategic Communications & Marketing; visit Event Promotion website. 	Contacting KENS 5 News for media coverage of your event
Alcohol is Present	<ul style="list-style-type: none"> ● See the "Alcohol Use" section of the Student Organization Handbook for expectations and procedures. 	Alcohol will be present or accessible at the event
Experiments/Lab work	<ul style="list-style-type: none"> ● EHS approval required. ● Training required through EHS ● Complete Student and Participant Release and Indemnity Agreement. 	Hosting a lab training
Filming of Event	<ul style="list-style-type: none"> ● Requires approval of Strategic Communications & Marketing. ● Sign TU contract template. ● Certificate of insurance with Trinity University, One Trinity Place, San Antonio, TX 78212 endorsed as an Additional Insured. 	A request for an event to be filmed by a third party

Food is Prepared and/or Served by Trinity Students, Staff, Faculty, or Guests	<ul style="list-style-type: none"> ● Aramark approval required. ● EHS approval required. 	Hosting a Chili Cook-off or Chocolate Fest
Fundraising	<ul style="list-style-type: none"> ● First, contact Student Involvement Representative. ● If needed, receive approval from Office of Annual Giving. 	Student organizations will follow specific procedures for fundraising events
Health Assessments/Screenings	<ul style="list-style-type: none"> ● EHS Approval required. ● Sign TU contract template. ● Certificate of insurance with Trinity University, One Trinity Place, San Antonio, TX 78212 endorsed as an Additional Insured. ● Complete Student and Participant Release and Indemnity Agreement. 	Hosting an event in which a third party will conduct health screenings or blood drive, massage, etc.
History of or Potential for Protests or Disturbance	<ul style="list-style-type: none"> ● TUPD presence required. ● Other possible mitigations may be required. 	Inviting a speaker to campus who has been involved with a protest or a disturbance over the past year
Minors Are Involved	<ul style="list-style-type: none"> ● Background check through HR ● Training required through Risk Mgt. or Conferences for camps. ● Complete Student and Participant Release and Indemnity Agreement. 	Inviting Boys and Girls Club to campus for a campus tour
Open to the Public	<ul style="list-style-type: none"> ● Sign TU contract template. ● Certificate of insurance with Trinity University, One Trinity Place, San Antonio, TX 78212 endorsed as an Additional Insured. 	Inviting external parties/organizations (outside of Trinity) to attend/participate in an event
Risk to TU's 501(c)(3) Status	<ul style="list-style-type: none"> ● Review Risk to Trinity's 501(c) (3) Status and Guidelines. ● Follow ACE Guidelines for political activities. 	Student organizations desiring to host an event with political candidates (current or former) will follow specific procedures, as permitted

Sports or Other Recreational Activity	<ul style="list-style-type: none"> • Student Participant Release Agreement required. 	Hosting field day events; dodgeball tournament camping, canoeing, hiking, etc.
TU Faculty or Staff Member Will Not Oversee the Event	<ul style="list-style-type: none"> • Elevated risk events require oversight by at least one TU faculty or staff member. 	Controversial speaker is considered an elevated risk event
Use of TU Name or Logo by Third Party/Vendor	<ul style="list-style-type: none"> • Requires approval of Strategic Communications and Marketing. 	Inclusion of Trinity's name or logo on materials distributed by a third party

*******To streamline the process, the above mitigations can be included with the Event Information Form when it is submitted to the ERC for review.*******

Additional Event Planning Procedures

A Contract and Insurance Are Generally Required When:	Notes:
<ul style="list-style-type: none"> • A Third Party/Vendor that Presents a Higher Risk 	
<ul style="list-style-type: none"> • Filming of Event by a Third Party/Vendor 	
<ul style="list-style-type: none"> • Physical Activity, Health Assessment/Screening, Blood Drive, Massage, etc. 	
<ul style="list-style-type: none"> • The Event is Open to the Public 	
<ul style="list-style-type: none"> • The Third Party/Vendor is Paid • However if a Third Party/Vendor is not paid that does not mean that there is no risk. As a result, a contract and insurance may be recommended for Third Parties/Vendors that are not paid. 	
<ul style="list-style-type: none"> • There is a Potential for Disruption/Disturbance • A disturbance is anything that may cause confusion/disorder/interruption, impede the progress of, or prevent the normal or expected functioning. 	
<ul style="list-style-type: none"> • There is Risk to Trinity's 501(c) (3) Status 	
<ul style="list-style-type: none"> • Use of Trinity Name or Logo by a Third Party/Vendor 	

A Contract and Insurance Are Generally Not Required for Events that are low risk. For example:	Notes:
<ul style="list-style-type: none"> • Speaking events inside the classroom that are part of the curriculum 	
<ul style="list-style-type: none"> • Speaking events within a department or organization that do not pose a risk of disturbance 	
<ul style="list-style-type: none"> • Career Fair Vendors 	
<ul style="list-style-type: none"> • Vendor Fairs to provide information pamphlets, brochures, etc. <u>No campaigning information should be distributed.</u> 	

A Release Form Should Be Completed By Participants When:	Notes:
<ul style="list-style-type: none"> • Minors Are Involved – Participants and their Parents or Guardians should sign the Student and Participant Release and Indemnity Agreement 	
<ul style="list-style-type: none"> • Lab work Is Involved – Participants and their Parent or Guardian, if applicable, should sign the Student and Participant Release and Indemnity Agreement. 	
<ul style="list-style-type: none"> • Physical Activity Is Involved – Participants and their Parent or Guardian, if applicable, should sign the Medical Consent, Release and Indemnity Agreement. 	

Training Should Be Provided When:	Notes:
<ul style="list-style-type: none"> • Minors Are Involved – Risk Management or Conferences for camps 	
<ul style="list-style-type: none"> • Lab work Is Involved - EHS 	
<ul style="list-style-type: none"> • Food is prepared and/or served by Trinity students, staff, faculty, or guests – EHS 	