

This event risk level appears to be: Low Risk (No more than 15 points)

Medium Risk (15-29 pts) High Risk (30+ pts.)

Note: Additional points will be added for past history of unrealistic planning, violent conduct or other incidents by the organization or its members.

I warrant I have the authority to make this agreement on behalf of my organization. I also warrant that by completing and submitting this form, my student organization understands and agrees to abide by the terms and conditions of the EMU Student Organization Special Events Policy, the EMU Student Code of Conduct and all applicable federal, state and local laws. I acknowledge that my organization will accept full responsibility for timely payment (within 30 days of event date) of all university charges associated with this event. On behalf of the student organization named above, I warrant that my student organization and its members are not acting as official entities of the university and I agree to defend, indemnify and hold harmless EMU, its employees, agents and students from any and all liability which may incur arising directly or indirectly from my student organization's hosting of this event.

Stud. Org. President

Signature: _____ **Name:** _____ **Phone #:** _____
Email: _____ **EID #:** _____

Faculty/Staff Advisor (required - medium & high risk events)

Signature: _____ **Name:** _____ **Phone #:** _____
Email: _____ **EID #:** _____

FOR OFFICE USE ONLY:

Submission Date: _____ Date Reviewed by SERC: _____
Event Approval Status: _____ Notification Date to Org.: _____ Initials: _____
Number of DPS Officers Required: _____ Estimated DPS Cost: _____ Deposit Paid: _____
Date of first follow up appointment with facility manager: _____ Did org. attend meeting? _____
Date of final pre-event meeting: _____ Did org. attend meeting? _____

Risk Factor Matrix for Student Organization Events

Variable	Factor	Low Level Event Less than 15 points	Points Col. A	Medium Level Event 15-29 points	Points Col. B	High Level Event 30 or more points	Points Col. C
Audience	Size of Audience	0-200	0	200-350	4	361 + or in a space with capacity of over 400 (Pease, Convo, Grand Ballrooms A & B) EMU + advertised to general public, anticipate 50 or more off campus guests	8
	Relationship to EMU	EMU only	0	EMU + invitation only	0		6
Presence of Cash and Valuables	Ticketed	Not ticketed	0	Ticketed (EMU Ticket Office Only)	6	Ticketed (EMU Ticket Office Only), anticipated door sales exceeds \$1000 Cash or prizes exceed \$1000	8
	Cash or prizes (fundraiser, gambling)	No cash, prizes or valuables	0	Cash or Prizes on site	2		8
	Equipment	No special equipment on hand, or in-house minimal AV provided.	0	Org. rented instrumentation or production equipment - valued \$5000 or less	2	Instruments, special equipment or valuables exceeding \$5000	4
Timing	Time of Day	8 a.m. - 8 p.m.	0	Occurs/continues after 8 pm	6	Occurs or continues after 11 p.m.	10
	Day of Week	Sun. – Weds.	0	Thursday, Friday, Saturday Night	2	Occurs During University Closure	10
Location	Buildings and Grounds	Buildings with trained event management staff: EMU Student Center, Student Center Patio, Convocation Center, Pease Auditorium, RecIM, University Park	0			Campus grounds outside University Park, McKenny Hall (dances only), Bowen Field House, parking lots	10
Nature of Event	Format of Program	formally structured program (starting and ending time, emcee, presentation(s), etc. Examples include lectures, films, exhibits, banquets, classical music concert	0	somewhat structured event. Examples include formal dance/ball, reception/mixer, conference.	2	no structured or planned program, For example, dances, icebreakers, lock ins, sleep outs, etc.	4
	Room Set Up	all seating - audience is seated	0	some seating – combination of seating, standing, freedom of movement.	4	no seating - audience stands or has complete freedom of movement throughout event.	8
	Competitive or Controversial	Not competitive No identifiable controversy	0	Competitive	4	Anticipated or likely controversy	8
Food	Food Provided	EMU catering or no food	0			Food from an external vendor (requires special permission)	6
Past History	Past History with Event	No negative prior history with the organizational event when last held or within last year.	0			Past history of violence, student conduct cases or police involvement in resolving incidents at the event within the last year or when similar organizational event was last held	10
POINT TOTALS	ADD UP YOUR RISK POINTS ----->		_____	_____	_____		

Total Points: (Add Columns A, B, C together) _____

Risk Value: Low (less than 15 pts.) Medium (15-29 pts.) High (30 + pts.)