

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Part Policy
Policies and Procedures	Statement 12
Title <i>SPECIAL EVENT PERMITS AND APPROVAL</i>	Effective Date 10/09/09

*Special
Event Permits*

Special events which are held on UAA property, or sponsored by UAA may be subject to regulatory or university permit requirements. Special events which may require a permit include:

- food service ([see EHS/RMS Policy 6, Food Service Sanitation](#))
- use of corridors, atriums or hallways for assembly or display items
- use of temporary structures such as booths, tents and mobile units
- modifications or additions to existing electric or plumbing facilities
- use of hazardous materials other than those specifically used in designated programs and construction
- haunted houses
- dances
- crafts, employment and other types of fairs
- any other activities that the site location wasn't originally permitted for (WWA can hold large meetings and performances without a special assembly permit because the facility was designed for those types of events, whereas, the Campus Center must obtain a special assembly permits for dances because it wasn't originally designed for that type of activity)

EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) must be notified fourteen days in advance of any event that may require permitting so that a risk management assessment may be made. The event organizer should provide EHS/RMS with a written description of the event and the guidelines that will be followed in conducting the event. The description should also include the expected number or attendees at one time and over the duration of the event. In addition, a [site map \(available on line\)](#) showing the event layout, room dimensions, and widths of the exits may be required for fire marshall special assembly permits ([EHS/RMS Appendix 23](#)). EHS/RMS will assist in gathering any pertinent information necessary for regulatory permits and will help with the modification of guidelines as the situation warrants. Any permitting fees will be the responsibility of the sponsoring department.

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Approvals and permits obtained for special event activities shall be contingent upon satisfactory assurance of the following:

1. All provisions or conditions of the permit or approval will be followed.
2. Individuals unwilling to abide by permit requirements will not be allowed to participate.
3. Previously arranged guidelines will be followed.