

California State University Fresno

Campus Events Check List

1. Name/Type of Event _____
2. Date(s) of Event/Time _____
3. Location of Event (s) on Campus _____
4. Estimated number attending event _____
5. Reservations added to R25? Yes No N/A
6. Insurance requirements submitted to EH&S/Risk Management? Yes No N/A
7. Fresno County Food Permits Application returned? Yes No N/A
8. Food Waivers signed by appropriate staff and returned? Yes No N/A
9. Alcohol Request submitted for event & approved? Yes No N/A
10. Event required to meet the California Fire Code compliance? Yes No N/A
11. Will portable generators be used for power/size in hp? Yes No N/A
12. University Police contacted for appropriate security? Yes No N/A
13. Parking lot (s) reserved or are designated for event? Yes No N/A
14. Recreational Vehicles parking designated for lot(s)? Yes No N/A
15. Payment fees (amount per vehicle) Yes No N/A
16. Acquire electronic Signage/Lighting? Yes No N/A
17. Unlocking and Securing of buildings for events? Yes No N/A
18. Traffic Control/Overnight Security needed for event? Yes No N/A
19. Locations of electrical outlets for event(s) Contact Plant Operations
20. Restrooms availability for events (port-a-potties or campus buildings): **See attached map.**
21. Large Dumpsters (waste receptacles) location: **See attached map.**
22. Other Please Specify _____

Additional information may be obtained from the following policies and manuals:
CSUF Building and Grounds Policy 2003, California Fire Code Article 32 1997,
State of California Alcohol Beverage Control Act Manual 2001, Fresno County Food Permits Regulations