



Policy Event Planning and Safety (#7002)

Purpose

The University of West Georgia (UWG) is dedicated to ensuring the health, safety, and welfare of all employees, students, and visitors and acknowledges its responsibility in compliance with relevant health and safety statutory requirements.

This policy and associated procedures articulate UWG's overarching event planning and safety management approach. Its purpose is to support the University Community in event planning by specifying criteria for safety arrangements, event notification, licensing, and communication with other University units.

Policy Statement

All registered events are subject to the procedures associated with this policy. All events necessitate thorough planning and risk assessment to safeguard safety and mitigate disruptions to University activities and its Community. These events encompass a wide array of activities (including, but not limited to, Athletic events, concerts, exhibitions, ceremonies, professional/social gatherings, and publicly attended talks and lectures.

~~Event examples include but are not limited to commencement, sporting events, professional/social gatherings, publicly attended talks and lectures, music and theatre productions, events where alcohol is served, third party and private, etc.~~

~~**Note:** Events falling outside the scope of this policy encompass normal University teaching activities (lectures, tutorials, seminars, etc.), departmental meetings, and small private functions that pose no impact on other building occupants or University assets and are limited to low risk activities.~~

Scope/Applies To:

X All Employees ☐ Faculty ☐ Staff X Students X Vendors/Contractors X Others General Public

Authority

The Chief Facilities Officer or designee is authorized to establish procedures related to event registration.

The Chief of Police or their designee is authorized to establish procedures to develop safety and security procedures for events.