



Safety & Risk Services

# **Special Events** **Application**

[UNM Safety & Risk Services](#)

MSC07 4100

1 University of New Mexico

1801 Tucker Rd. NE

Albuquerque, NM 87131

505.277.2753

The University of New Mexico is proud to celebrate and host events for the UNM community and the State of New Mexico. The goal of the Department of Safety & Risk Services (SRS) is to ensure that these events are safe and in compliance with the State of New Mexico's Fire Prevention Code, University Policies, and other fire safety laws and standards, and mitigate risks associated with a special event. The following information has been developed to guide you through the SRS Special Events application process.

### ***What determines a special event?***

**In general, a special event is defined as a non-routine activity within a community that brings together a large number of people.** Typically, UNM looks at a special event as organized activities for 50 or more people that involve activities requiring the coordination of a number of UNM departments or utilizing temporary facilities for on-site cooking, food sales, the use of temporary membrane structures (e.g. tents or canopies), closures of streets or public access, the use or sale of alcohol, the use of fireworks or pyrotechnic materials, or any use of a University venue or property that is out of the scope of what that facility is utilized for normally. Examples include festivals, exhibits, concerts, runs/walks, parades, motorized events, political rallies, etc.

To determine if your event requires approval from SRS answer the following questions?

- Is your event a non-routine activity for the UNM Venue or Campus location where it will be held?
- Does your event require temporary facilities other than those permanent facilities provided at UNM?
- Do you expect attendance totaling more than 50 people?
- Will your event involve closing streets, travel lanes or sidewalks?
- Will your event be utilizing temporary membrane structures (i.e. tents or canopies)?
- Does your event include food concession and/or preparation areas?
- Will alcohol be served at your event?
- Will there be amplified sound at the event?
- Do you plan on any fireworks or pyrotechnic devices at your event?

**If you answer yes to any of these questions, you, as the Event Organizer will be required to work with the Sponsoring/Host UNM Group or Department (e.g. UNM Athletics, UNM Student Activities Center, Residence Life/Housing etc.) to fill out a "Special Event Application Form" and submit it for review to UNM's Department of Safety and Risk Services. *In order to help coordinate your event in an efficient manner and obtain approvals from the State Fire Marshal's Office and all concerned UNM Departments, applications must be submitted a minimum of two weeks prior to the set-up date of the event.***

You can access a Special Event Application form at <http://srs.unm.edu/index.php> and click on Special Events. Also available is the tent application and other safety requirements that may pertain to your event.

## SUMMARY OF EVENT

### DESCRIPTION

**Event Title**

**Description**

Public or Private

- Public – Open to general public
- Private – Department event or by invitation only

Event Category

- Athletic/Recreation
- Festival/Celebration
- Concert/Performance
- Exhibit/Miscellaneous
- Parade/Procession/March
- Dance
- Farmer/Outdoor Market
- Other

### Location/Venue

Location on Campus

- UNM Basketball Arena “The Pit”
- UNM Football Stadium
- UNM Central Campus
- UNM North Campus
- UNM South Campus
- UNM Satellite Campus

### **Specific Location:**

Include Building  
Number, Name, Room  
Numbers, or if outdoors  
indicate specific location  
on campus.  
(Information cannot  
exceed 300 characters)

Anticipated Participants

Total \_\_\_\_\_

Per Day \_\_\_\_\_

Anticipated Attendance

Total \_\_\_\_\_

Per Day \_\_\_\_\_

**Date/Times**

Setup Date \_\_\_\_\_ Time \_\_\_\_\_ Day of the Week \_\_\_\_\_

Event Starts Date \_\_\_\_\_ Time \_\_\_\_\_ Day of the Week \_\_\_\_\_

Event Ends Date \_\_\_\_\_ Time \_\_\_\_\_ Day of the Week \_\_\_\_\_

Dismantle Date \_\_\_\_\_ Time \_\_\_\_\_ Day of the Week \_\_\_\_\_

**CONTACTS**

Sponsoring/Hosting UNM Group or Department \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**EVENT ORGANIZATION INFORMATION**

Name of Organizer \_\_\_\_\_

Chief Officer of Organization \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

**SPECIFIC EVENT INFORMATION**

**Tents and Canopies**

Will this event have tents or canopies?  YES  NO

If yes, how many and what sizes?

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**Note:** If more than 4 tents will be used or if tents are larger than 10ft x 10ft, you will need to also complete a tent application form and submit to the UNM Safety & Risk Services Department for approval. Applications can be found at <http://srs.unm.edu/index.php> Click on the Special Events Tab. All tent applications must be attached to this application for final approval.

**Food Concessions or Preparation**

Does this event include food concessions and/or preparation areas?  YES  NO

If YES, please describe how food will be served and/or prepared.

Cooked on Site?  YES  NO

Mobile Food Vehicle/Trailers?  YES  NO

Catered?  YES  NO

If cooked on site, how do you intend to cook food in the event area?

Propane  Electric  Charcoal

Other (Specify) \_\_\_\_\_

**ENTERTAINMENT AND RELATED ACTIVITIES**

Are there any musical/entertainment features related to your event?  YES  NO

If YES, answer the applicable questions:

Number of Stages: \_\_\_\_\_ Number of Performers/Bands: \_\_\_\_\_

Performers/Bands Names and Music Type: \_\_\_\_\_

Will inflatable jumpers be provided?  YES  NO

If YES, number and type: \_\_\_\_\_

Does your event include the use of fireworks or special effects (i.e. lasers, open flame devices, smoke machines or other pyrotechnics)?  YES  NO

***If YES, a fireworks permit/special effects permit will have to be obtained.***

Please describe what type of fireworks or special effects:

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Will generators be used during your event?  YES  NO

Will there be any other gas/fuel power equipment in use at your event?  YES  NO

If YES, please describe: \_\_\_\_\_

## **CROWD CONTROL MANAGERS/SECURITY**

Will you be providing your own staff as “Crowd Control Managers” (CCM)?      YES    NO

Do you plan on hiring licensed private security company for crowd control?       YES     NO If

YES, Contact UNM Campus Police (police.unm.edu, Special Events Security):

Security Organization: \_\_\_\_\_

Owners/Managers Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_      Cell # \_\_\_\_\_

Please describe your security plan, including crowd control managers (CCM), internal security or venue safety, or attach the plan to this application.

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"  
"

The Fire Code requires 1 trained CCM for every event where more than 1,000 people congregate. The minimum number of CCM shall be established at a ratio of 1 CCM to every 250 people.

NOTE: All private Security will have to be approved by UNM Campus Police.

### **SITE PLAN/ROUTE MAP**

Your event site plan/route map shall be submitted to UNM Safety & Risk Department as part of the application. Site plan shall include but not limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding areas. If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provisions of minimum twenty foot (20’) emergency access lanes throughout the event venue.
- The location of first aid facilities and emergency units if provided.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents.
- All details or close ups of the food booths and cooking area configurations including booth identification of all vendors cooking with flammable gases or barbecue grills.

- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit location for outdoor events that are fenced and/or locations within tents and tent structures.
- Other related events components not listed above.

### **AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under policy of the University of New Mexico and all State Fire Codes.

It is expected by UNM SRS that you have coordinated this event with all concerned University of New Mexico Departments as needed to ensure knowledge and approval for the use of all buildings, facilities and/or UNM property where your event is to be held. Should any other UNM Departments have a reason not to approve your event; this application is void until such time any and all concerns are remedied.

Printed Name of the Applicant for the Event

Title

Signature

Date

***Thank you for completing your special Event Permit Application. Before you submit your application to the Department of Safety and Risk Services for review, please make sure that the following steps have been completed:***

Have You.....

Signed and dated the application?

Attached your event site plan?

Attached your event security plan?

Attached a list of your crows control managers?

Attached a copy of your tent/canopy application? (if applicable)

Attached a copy of your fencing, baracading, or street closure plan?

Have you contacted all UNM Departments that may have a concern with your event?

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**Submit your completed application to:**

**UNM Department of Safety & Risk Services**

**[srsweb@unm.edu](mailto:srsweb@unm.edu)**