

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Event Approval Process		SOP #: FHS.011.02
Effective Date	2.16.2024	
Last Revision/Review	10.6.2025	

1. Purpose

To provide a control process under which:

1. College students, faculty and staff may seek approval for College-sponsored events that are not a part of the College's Official Academic and Administrative Calendar, including reserving College facilities for College-sponsored events; and
2. Community groups, organizations and individuals may arrange to utilize College facilities for events not sponsored by the College.

2. Related Policy/Authority

Policy B4010 – Security & Public Safety

Policy B4001 – Sales and Solicitations

SOP FAC.001 – Building Access

SOP GA.028 External Relations and Events

3. Faculty/Staff Responsibilities

The Department Head of Operations will ensure that the planned use of College facilities and related equipment and services is both approved and scheduled in advance of the events, and that events made a part of the College's official academic and administrative calendar take precedence over all other events, unless specifically approved by the President or Dean.

The Department Head of Student Affairs will approve all events proposed by students which fall under this SOP. The Office of the President will ensure that appropriate executive level approval is obtained for all other events that fall under this SOP.

4. Definitions/Abbreviations

Official Academic and Administrative Calendar: The approved calendar of events that is posted at the following link [Published Calendar - Master Calendar - Outlook \(office365.com\)](#)

5. Procedural Steps

- Representatives of any College-sponsored event outside of those scheduled as a part of the College's official academic and administrative calendar must seek approval for the following activities associated with the event:
 - Use of College facilities: reserve the facility space and related equipment or services through the Facility Reservation System's Building Use Request Form. The link to this system portal is <https://burrell.edu/building-use-request-form/>
 - Planned sales and solicitation activities in connection with the event: submit a description of the proposed activity via the College's Building Use Request Form for non-student events or the Student Organization Event Request Form for student events.

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Student activities will be approved by the Office of Student Affairs; all other activities will be approved by the Office of the President.

- For events which are not sponsored by the College, the representatives of the event sponsors must complete the College's Building Use Request Form before the facility reservation can be approved. The following information will be required:
 - the name and type of event;
 - the proposed date(s) and time(s) of the event;
 - the requested facility or space for the event;
 - expected attendance number;
 - whether refreshments will be served;
 - whether fundraising or other forms of sales or solicitation, including the sharing of printed materials, will occur;
 - whether there will be audio visual or other equipment required in the course of the event;
 - whether any permits will be required; and
 - whether any security support will be required.
- Reservations should normally be made no later than 45 days from the proposed event commencement date, if possible.
- Any event that is expected to have more than 500 attendees will require special approval.
- Any event where alcohol is planned to be served will require special approval.
- Any event where a caterer is proposed to be used will require special approval.
- Once the Building Use Request is approved, the event representative will need to do the following before the event is allowed to be held:
 - The Department Head of Operations will determine if approved events will require a rental payment and will make arrangements as needed. The AVP of Administration will request a certificate of insurance evidencing the insurance requirements and set required fees as applicable.

6. Reports/Charts/Forms/Attachments/Cross References

Building Use Request Form

Student Organization Event Request Form

7. Maintenance

Department Head of Operations

8. Signature

Approved by

Department Head of Operations

10.6.2025

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2024.8.11	Header	Updated naming abbreviation from FAC to FHS for Facilities, Health and Safety.		11.8.2024
10.6.2025	All	Updated titles and added reference to GA.028 SOP-External Relations and Events		10.6.2025