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 _____

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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