

## **Guidelines for Large Parish Sponsored Events**

When planning a large community fundraiser or event, contact the Risk Management Office to learn about Special Events Insurance coverage that may be necessary to have in place for the event. This coverage provides additional protection to the parish in the event of a loss.

The fee for the coverage will be determined by various factors such as:

- The number of attendees
- Length of the event
- The availability of alcohol
- Location of the event

**Contact the Risk Management Office at least 3 months prior the the event date to allow adequate processing time.**

Below are safety guidelines to assist committees in the planning and management of parish events.

### **Alcohol**

If alcohol is available or sold, contact the Oregon Liquor Control Commission to obtain information about the necessary permits, licensing, server training and other guidelines.

### **Event Supervision**

Good planning and supervision are the foundation for holding a successful parish event. Parishes should have in place:

- An event committee that is responsible for establishing and communicating all policies and procedures to parish event workers.
- Appropriate number of supervisors assigned with the responsibility to monitor parish event workers.
- Procedures for the handling of money should be in place.
- Formalize, communicate and distribute written guidelines relating to specific operations of the event to all volunteer workers.
- Appropriately assign and train workers for their duties.

## **EXCLUDED ACTIVITIES**

Unless outsourced to a third party vendor, the following activities **are not allowed at parish events;**

- **Inflatables**
- **Jump and Bounce Houses**
- **Rock Climbing walls**
- **Dunk Tanks**
- **Any use of trampolines**

If the Pastor approves any of the above activities, they must be outsourced through a third party vendor, the following steps must be followed:

- Enter into an Agreement for Services
- Obtain the vendor's full insurance.
- All operations including set up, take down and/or removal of equipment, must be completed by the vendor.
- Vendor must provide staff to operate the equipment.
- Volunteers are not allowed to assist with an outsourced activity.

## **OTHER ITEMS TO CONSIDER;**

### **Security**

Consider outsourcing security for large parish events, to a private security company. An Agreement for Services and full insurance should be in place.

### **Parking**

When planning your event parking, keep in mind that the fire department, police, or ambulance service may need access to your event if an emergency occurs.

### **When volunteers assist with event parking;**

- Volunteers may assist in directing traffic, however they should not drive others vehicles.
- Make certain volunteers wear bright vests and carry walkie-talkies or have a cell phone available.
- Review the Volunteer Guidelines

### **First Aid Station**

Consider first aid stations that are visible to the attendees. For serious injuries or illness, call 911.

### **Event Permits**

Check with the local municipality to be certain all necessary permits are obtained and requirements are met.