

# Off Campus Event Planning

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# Purpose & Agenda for Today

- ▶ Important contacts
- ▶ How to Create an off-Campus Event Submission
- ▶ Travel Authorizations
- ▶ SGA Vehicle Rentals
- ▶ 3<sup>rd</sup> Party Vehicle Rentals
- ▶ Driver Certification
- ▶ Bus Rentals
- ▶ Personal Vehicles
- ▶ AirBnB & VRBO rentals
- ▶ Other Event Requirements
- ▶ Important Contact Information

# Important People You Should Know

- ▶ Riley O'Hagan, SGA Club Affairs Committee Chair
- ▶ Sam Wigon, SGA Treasurer
- ▶ Bethany Wolfe, SGA Business Manager
- ▶ Meg McCormack, SGA Office Coordinator
- ▶ Jerome G. Budomo, Associate Director for Student Life
  - ▶ Advisor to the SGA Club Affairs & Finance Committees

# How to Create an Off-Campus Event Submission

- ▶ Please refer to new ClubSigner 101 Training to learn on how to create an off-campus event submission.

# Travel Authorization

- ▶ For out-of-state and international travel, off-campus event submissions will prompt us to request travel authorization.
- ▶ Note: Travel will adhere to UVMs travel policy, which is updated throughout the year due to the on-going response to COVID-19.

# How to Make an SGA Van Rental Request

- ▶ Form link located on UVM Clubs main page under Campus Links
- ▶ All drivers must be UVM driver certified.
- ▶ Out fleet consists of:
  - ▶ 7 vans
  - ▶ 1 pickup truck
- ▶ Plan to request SGA vehicle rentals at least a week in advance, no sooner than five weeks in advance.
- ▶ Reservations are made on a first come, first served basis.
- ▶ You can request no more than 2 vans at a time.
- ▶ More in-depth information can be found on UVM SGA website ([uvm.edu/sga](http://uvm.edu/sga)) under “SGA Vehicle Rentals”.
- ▶ **You can request vans beginning Friday, August 12 at 9 AM.**

# 3<sup>rd</sup> Party Vehicle Rentals

- ▶ UVM has contracted with Hertz and Enterprise and RSOs can only use these two companies.
- ▶ 12- passengers vans are limited
  - ▶ Enterprise requires you to be 25 years old to use.
  - ▶ Use mini vans or SUVs
- ▶ All drivers must be UVM driver certified.
- ▶ Tip: Create an open purchase order for the academic year.
  - ▶ Any money that you don't use in the open/blanket PO will not come out of your club's account.

# Van Certification Process: New Driver

- ▶ **July 1:** Van Certification Enrollment Period Begins
  - ▶ Go to [website](#) & apply
  - ▶ A motor vehicle and diverse license check from the state your drivers licenses was issued will be conducted. This can take up to 2-weeks depending on the state.
  - ▶ Once the check is completed, you will receive an email on whether you are approved to proceed. If so, you will be provided instructions on how to complete a 15-minute UVM driver and motor vehicle policy training.
  - ▶ Upon completion, you will receive an access code to complete the 4-hour driving certification modules and quizzes. (Suggest take over several days.)
  - ▶ You will be emailed on whether your driver certification is approved or not.
- ▶ **July 30** - Must have completed 4-hour driver certification training by this date to guarantee certification by August 30<sup>th</sup>.
  - ▶ We cannot guarantee that you certification will be available by August 30 if you submit after this date because, by August 1<sup>st</sup>, certification process will focus on other members of the university who need driver certification.
- ▶ Certification expires exactly 1-year on the date you are certified.

*Check with your personal insurance provider to see if you receive a discount for passing this certification process.*



# Van Certification Process: Re-Certify

- ▶ Certification expires exactly 1-year on the date you are certified.
- ▶ Go to [website](#) and check your certification date.
- ▶ A motor vehicle and diverse license check from the state your drivers licenses was issued will be conducted. This can take up to 2-weeks.

*Check with your personal insurance provider to see if you receive a discount for passing this certification process.*

# Bus Rentals: School or Coach

- ▶ First Student: UVM is contracted with First Student and must go through them for bus reservations **first**.
  - ▶ Green Mountain Transit, Student Transportation of America, and Lamoille Valley Transportation can be used if First Student cannot accommodate your request.
- ▶ Busses are limited so make reservations early.
- ▶ Tip: Create an open purchase order for the academic year if you will be using them several times.

# Personal Vehicles

- ▶ If using personal vehicles, drivers must complete a “Personal Driver Agreement Form” located on the main page of UVM Clubs under Campus Links.
- ▶ Student driving personal vehicle must be UVM driver certified if driving on behalf of an organization event.

# AirBnB & VRBOs

- ▶ Requires additional review by risk management
- ▶ Reservations and all correspondence with the host must be through the official Airbnb/VRBO website;
- ▶ Finance & Insurance: We will need information on -
  - ▶ cancellation policy,
  - ▶ risk of loss of funds
  - ▶ liability and property damage insurance coverage specifications (looking for if insurance is extended to the host);
  - ▶ specific damage fees per the Agreement
- ▶ Fire Safety: We will need information on -
  - ▶ What kind of heating systems are used in the buildings? When were the heating systems last serviced?
  - ▶ Do you have smoke detectors with photoelectric sensors in all buildings including cabins where guests sleep? Interconnected smoke detectors are preferred.
  - ▶ Are smoke detectors with photoelectric sensors in every room where people will be sleeping?
  - ▶ Do you have carbon monoxide (CO) detectors in all of the buildings including cabins where guests sleep? Interconnected carbon monoxide (CO) detectors are preferred.
  - ▶ Are carbon monoxide (CO) detectors in every room where people will be sleeping?
  - ▶ Do you have multiple egresses (exit - this can include windows) in rooms where guest sleep?
  - ▶ Do all windows and doors open for emergency exit?
  - ▶ Do the buildings where guests sleep have fireplaces or wood stoves?
  - ▶ Are there cooking facilities in buildings where guests sleep?
  - ▶ Are there any sleeping accommodations on a second or higher floor?
  - ▶ Are these facilities inspected by the state Fire Marshal or the community Fire Department on a regular basis? When was the last inspection?

# AirBnB & VRBOs

- ▶ Other Safety: We will need information on -
  - ▶ Ability to secure/lock the premises
  - ▶ No basement accommodations
- ▶ All this information must be provided and sent to:
  - ▶ Club Sports - Ana Sola
  - ▶ Community Service - Mimi Sperl
  - ▶ Outdoor - Devin Farkas
  - ▶ All other RSOs - Jerome Budomo
- ▶ Tip: Make an excel spreadsheet with your top 3 choices so that we can get them all approved in the event your first choice becomes unavailable. Make sure to include:
  - ▶ Link to site
  - ▶ All information requested above

# Other Event Requirements:

- ▶ Outdoor type activities will be reviewed by Outdoor Programs and will have additional questions you will be required to answer and may have additional requirements to complete prior to your event being approved.
- ▶ Community services events will be reviewed by Civic Engagement and may have additional requirements to complete prior to your event being approved.
- ▶ Minors: If you will be working with minors, there will be a required “Protection of Minors” training, background checks, and additional requirements to complete prior to your event being approved.

# Important Contact Information

- ▶ SGA Email: [uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)
- ▶ SGA Business Office Email: [sgafinance@uvm.edu](mailto:sgafinance@uvm.edu)