

## Procedure for University Walk/Run Events

Revised 7/2016

### **Procedure to be completed prior to agreements/contracting:**

*Unless approved in advance, Walks and Runs are not to be scheduled when they conflict with Homecoming, Tigerfest, football, Men's lacrosse or other large campus events.*

*ALL planning aspects of event must be discussed with assigned Event Manager PRIOR to coordination. Approval of on-campus walk/run locations are at the discretion of ECS and Sr. Administration. Care must be taken to ensure the safety and well-being of all involved. Routes can only be adjusted by TUPD and/or ECS.*

### **UNIVERSITY (TU) WALKS/RUNS**

University related Walks and Runs must be 100% operated by a student organization or department with organizational support only from the charity or walk/run consultant to qualify as a University event. These events must be planned **at least 21 days in advance**. University Walks and Runs will be handled by Towson University Police including county road crossings. Do not commit to University Walks and Runs without University Police approval unless the walk/run is contained on Burdick Field or in Unitas Stadium.

An Assumption of Risk document must be signed by every person participating in the event during the registration process. Collection of these documents will be the responsibility of the University department or student organization. The signed documents will be turned over to the ECS Event manager and will become a part of the event file that will be maintained for 3 years. A parent or guardian must sign for those participants under 18 years of age.

### **General Procedures & Requirements**

- Provide ECS, University Police & Parking Services with a map of the walk/run.  
Standard Approved Route # 1: Right turns on perimeter sidewalks on campus.  
Not crossing/closing any county road.  
Standard Approved Route # 2: Core Campus adjusted route due to construction.
- All walks and runs fewer than 2000 people are required to have a Paramedic.  
Event of 2000+ require an ambulance on site during the event.
- Walks and Runs on core campus should not exceed 500 participants. Events with 500+ expected participants should occur at Johnny Unitas Stadium.
- Animals are not permitted on campus including Burdick Field & Unitas Stadium for a walk/run at any time unless the animal is a Service Animal as defined by ADA Law.

- Johnny Unitas Stadium restrictions are to be agreed to by the student organization or TU department whenever Johnny Unitas Stadium is used as part of a walk/run.

Possible Costs Associated with Walks/Runs	\$\$ - TBD
Venue Rental	
Event Manager	
Paramedic	
Ambulance	
Housekeeping Bathrooms (Male/Female)	
Bathrooms/Clean up (stadium)	
Groundskeepers (Burdick Field)	
Trash Boxes	
Set up Labor as required	
Parking Greeter (Req 4 hr min on weekends)	
Tech Services & Equipment (if needed)	
TUPU (as needed)	
Rental equipment (as needed)	
Burdick Gym (tarping)	
Conference space	
Other	
Other	