Supporting Documents - Site Plan

A site plan is required for events with alcohol, races, or any major/large event. Please ensure the event site plan includes details regarding the set-up for the event. The site plan must specify:

- Access to exits and exit locations
- Number, location, and measurements of tables
- Location of fencing and location and size of serving area (for events with alcohol)
- Location and measurement of stage (please note that there may be other requirements depending on height of stage – may require a City permit)
- Location and measurement of tent (please note that there may be other requirements depending on the size of the tent – may require a City permit)
- In addition to the above, a safety/security plan may be requested for the event

For requests for races on campus please ensure the site plan is a map. The map must specify:

- The route for the race with the start and finish line highlighted
- Use of sidewalks or roadways
- Number and location of race marshals along the route
- Any other set-up plans for the event (ie. registration table, water stations, etc.)
- Identify medical area and specify the organization to be on site to assist with any medical issues during the race

Please note, depending on the nature and set-up request for events, there may be additional requirements further to the above. Individuals/groups will be contacted if further details or additional permits/paperwork are required.