AMUSEMENT RIDES OR DEVICES USE POLICY

WASHINGTON UNIVERSITY

NOTICE: No amusement rides or devices, including inflatable devices, will be allowed on University properties unless authorized by the appropriate University Departments and all provisions for their safe use as outlined in the St. Louis County Ordinance No. 24,967 as amended are met.

For the purpose of this policy the words and phrases listed here define Amusement Rides or Devices as: Any device or combination of devices, which carries passengers or expects persons to walk or crawl along, around or over a fixed or restricted course for the purpose of amusement. This shall include all mechanical devices, gravity propelled rides, inflatables, bungee jumps, rock climbing walls, mechanical bulls, dry slides over 20 feet in height and any other such devices. SPECIAL NOTICE: Securing of inflatable devices with 1 inch diameter stakes driven a minimum of 24 inches into the ground will not be allowed. Only sandbags will be used to secure the inflatable. If the manufacturer of the inflatable device does not approve the use of sandbags, the inflatable will not be used on University properties.

PERMITS AND INSPECTIONS: If you are unsure if a permit or inspection for amusement rides or devices is needed the best course of action is to call the St. Louis County Department of Public Works, Mechanical Inspection Division at (314)615-7806.

GUIDELINES: Only operators/vendors that are registered with St. Louis County will be used by University Departments or Student Groups for amusement rides and devices. Guidelines for amusement rides and devices as presented in St. Louis County 1108.2200 Amendments to International Mechanical Code - Chapter 22 Amusement Devices and the St. Louis County Requirements for Amusement Set-Up Notice to Amusement Industry will be followed.

The link to Chapter 22 Amusement Devices is:

NECESSARY COORDINATION:

The University School, Department or Student Group requesting the amusement ride or device will use WUGO (formerly Portfolio) if they have access or otherwise follow the below steps:

1) Contact the school, department or person who has authority to approve your event at least three weeks prior to the event. Student groups should contact the appropriate Residential Life, Campus Life or Congress of the South Forty person who can give approval.
2) Contract an amusement operator that is registered with St. Louis County for amusement rides and devices at least three weeks prior to the event. Note: To ensure the company is registered contact St. Louis County Department of Public Works as shown in attachment one, item 12.
3) Contact the Washington University Facilities Grounds & Landscaping Manager, 935-4533 at least two weeks prior to the event, to notify that you plan to have the event so an inspection of the site can be completed for protection of the grounds.
4) Contact the appropriate Zone Manager, (see attachment one) of the event at least two weeks prior to the event for electrical and water or needs.
5) Contact the Insurance Department at 935-5561 or 935-5547 at least two weeks prior to the event to ensure the amusement company has proper insurance coverage and contract or release forms.
6) Contact the Environmental Health & Safety Office, Occupational Safety Division at least two weeks prior to the event at 935-9264 or 362-6816 and provide the name of person and their phone number who will be the point of contact for the amusement ride or device.

7) If appropriate go to www.reservespace.wustl.edu/VirtualEMS/ to reserve the space for your event at least three weeks prior to the event.

8) Notify the Washington University Police Department (W.U.P.D.), the Patrol Bureau Commander at 935-8088, or the Special Programs Sergeant at 935-5084, at least two weeks prior to the event and provide them name of person and phone numbers for whom will ensure compliance with the amusement ride/device policy. A Written Description of the Event, Attachment Three, must be completed and provided to the Police Department at this time. The Patrol Bureau Commander or his designated representative must sign the amusement ride/device checklist, Attachment Two. NOTE: The University or Student Group/Organization will make immediate contact with the W.U.P.D., 935-5555, in the event of any problem with, or caused by the fireworks display.

9) NOTE: The University Department, Student Group or Organization will make immediate contact with the W.U.P.D., 935-5555, in the event of any problem with, or caused by or injury related to the use of the amusement ride or device.

10) If more than 100 people will attend the outdoor event notify the Emergency Management Director at least two weeks prior to the event so an emergency response plan can be prepared.

11) If the amusement ride or device must be delivered to the inner Danforth or S-40 campus notify Access Control at least two weeks prior at accesscontrol@wustl.edu.

The contracted company will:

1) Comply with the St. Louis County 1108.2200 Amendments to International Mechanical Code - Chapter 22 Amusement Devices and the St. Louis County Requirements for Amusement Set-Up Notice to Amusement Industry.

2) Obtain and post all required permits.

3) Be available for required St. Louis County or jurisdiction having authority inspections.

4) Provide the Washington University Insurance Department, 935-5561, at least one week prior to the use of the amusement ride or device a copy of their Certificates of Insurance to cover General Liability, $1 million; Auto, $1 million; and Workers’ Compensation Statutory.

5) If needed contact or have the school, department or group requesting the amusement ride, device or inflatable contact Access Control, for bollard access at least one week prior to the scheduled event.

6) Ensure a final inspection of the device is completed and documented per St. Louis County requirements.

7) Ensure adequate fire extinguishing or fire-fighting equipment is available on site as called for by the St. Louis County ordinance.

8) Ensure cleanup of the area is acceptable to the appropriate representative of Facilities Planning & Management.

Reviewed 8/2016
POINTS OF CONTACT

1) Executive Director of Campus Life - 935-5994 – Campus Box 1068

2) Assistant Director Residential Life (CS40) – 935-8912 – Campus Box 1250

3) South Forty Space Reservations – 5-5037 – Campus Box 1250

4) Facilities Grounds & Landscape – 935-4533 – Campus Box 1036

5) Facilities Zone Manager - Campus Box 1036
   a. Red Zone Manager – 935-8683
   b. Yellow Zone Manager – 935-4348
   c. Silver Zone Manager – 935-4737
   d. Orange Zone Manager - 935-5568
   e. Blue Zone Manager - 935-7274
   f. Gold Zone Manager – 935-9880
   g. Green Zone Manager - 935-4019
   h. Purple Zone Manager – 935-4120

6) Washington University Insurance Department - 935-5561 - Campus Box 1084

7) Environmental Health & Safety Office, Occupational Safety Division – 935-9264 or 362-6816 - Campus Box 1010

8) Event Management Danforth Campus - 935-6637 - Campus Box 1155

9) Washington University Police Department - The Patrol Bureau Commander at 935-8088 - Campus Box 1038

10) Emergency Management Director – 935-9261 – Campus Box 1103

11) Access Control – accesscontrol@wustl.edu.

12) St. Louis County Department of Public Work – Mechanical Inspection Division – (314) 615-7806