AMUSEMENT RIDES OR DEVICES USE POLICY
WASHINGTON UNIVERSITY
Prepared 9/2013

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 Department or Student Group requesting the amusement ride or device will:

1) Contact the department/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) Complete attachment three, Written Description of the event. Also, as called for in the County Ordinance you will also need a site plan. Please have sufficient copies of the description and site plan so you can provide them to those in the approval process upon request during this process.

4) 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.

5) Contact the appropriate Zone Manager, (see attachment one) of the event at least two weeks prior to the event.

6) 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.

7) 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.

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

9) Notify the Washington University Police Department (W.U.P.D.), the Patrol Bureau Commander at 935-7697, or the Police Chief at 935-5514, at least two weeks prior to the event and provide them name of person and phone numbers of who will ensure compliance with the amusement ride or device policy. 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 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 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, $1million; Auto, $1million; and Workers' Compensation Statutory.

5) If needed contact or have the department/group requesting the display contact Washington University Facilities Planning & Management, 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.
ATTACHMENT ONE

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, or the Police Chief at 935-5514 - 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
ATTACHMENT TWO

WASHINGTON UNIVERSITY – AMUSEMENT RIDE/DEVICE DISPLAY CHECKLIST

This checklist along with a copy of attachments three and four will be provided to the Occupational Safety Division. They can be faxed to 935-9266 or mailed to Campus Box 1010 at least two days prior to the event. (If e-mail approval is given please attach the email to this checklist in lieu of signature).

(1) Department Person Giving Approval

Name________________________________________________  Date__________________

(2) Executive Director of Campus Life or Assistant Director Residential Life (for student groups)

Name________________________________________________  Date___________________

(3) South Forty Space Reservations (If applicable)

Name _______________________________________________  Date __________________

(4) Facilities Grounds & Landscape

Name________________________________________________  Date___________________

(5) Facilities Zone Manager

Name________________________________________________  Date___________________

(6) University Insurance Department

Name________________________________________________  Date___________________

(7) Environmental Health & Safety Office, Occupational Safety Division

Name________________________________________________  Date___________________

(8) Danforth University Center & Event Management (if applicable)

Name________________________________________________  Date___________________

(9) Washington University Police Department

Name: ________________________________________________   Date: __________________

(10) Emergency Management Director (if applicable)

Name: ________________________________________________   Date: __________________

(11) Access Control (if applicable)

Name: ________________________________________________   Date: __________________

With my signature, I verify the above Departments and people have been notified of our intent to have a fireworks display on Washington University properties.

Signature_______________________________________________ Date____________________

Environmental Health & Safety, Washington University in St. Louis, Campus Box 1010, One Brookings Drive, St. Louis, Missouri 63130-4899, (314) 362-6816, Fax: (314) 935-9266, http://ehs.wustl.edu
ATTACHMENT THREE

WRITTEN DESCRIPTION OF EVENT:

Name of Group or Organization: _____________________________________________________

Name of your Department or Sponsor: ________________________________________________

A name and contact information of the Washington University person, staff or faculty member who will ensure amusement rides or devices policy compliance: ____________________________________________________________

Date: ___________________________________________________________________________

Time: ___________________________________________________________________________

Location of the amusement ride or device: _____________________________________________

Estimated number of attendees: _____________________________________________________

This event is for Washington University students and members only. Yes ________ No: _________

NOTE: If the event is open to other than University students and members please identify who the non-university invitees will be.
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Will there be alcohol present at this event? Yes _______ No ________ if yes describe in written description.

Written detailed description of the event:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________