

Nazareth Sponsored (Presented by Nazareth Only)

Checklist

☐	Room Reservation	If the event requires space on campus, reserve space on 25live.	Follow the 25Live step-by-step instructions » Use 25Live »
☐	Room Setup	If the event requires a setup, request through 25live.	Follow the 25Live step-by-step instructions » Use 25Live »
☐	IT Support	If the event requires IT Support, request through 25live	Follow the 25Live step-by-step instructions » Use 25Live »
☐	Food and Drink	If the event requires food and drink, orders must be placed with Naz Dining. Naz Dining is the exclusive caterer of Nazareth and has 1st right of refusal for all events.	To view menus and place your catering order online, visit https://nazareth.catertrax.com/ For questions or to discuss an upcoming event, please email or call (585) 389-5161. Student Organizations: Student Catering Guide
☐	Food and Drink (Off Campus Caterer or Food Truck)	If the event requires food and drink and you would like to request a waiver to use an off-campus caterer or food truck.	Complete the Catering Waiver Form 10 days prior to your event. Off Campus Caterer If approved, you will be required to have

			the off-campus caterer sign the facility use agreement and return with insurance naming Nazareth College or Rochester additional insured 10 days prior to your event. Food Truck If approved, you will be required to have the off-campus caterer sign the facility use agreement and return with insurance naming Nazareth College of Rochester as additional insured 10 days prior to your event.
☐	Parking	If the event requires reserved parking spaces, request through 25live.	Follow the 25Live step-by-step instructions » Use 25Live » Parking signage requests through email.
☐	Campus Safety Support	If the event requires Campus Safety support.	Submit requests through email .
☐	Audio/Video Recording	If the event requires audio or video recording.	Request Audio/Video Recording
☐	Guest Speaker/Presenter	If the event has a Guest Speaker or Presenter.	Guest Speaker/Presenter Form
☐	Minors	If the event involves minors.	College students, faculty, and staff who

			participate in College-sponsored Programs or activities involving minors must complete online training in advance of their participation. 1. If you already have an account with UE (ex: participated in non-harassment/discrimination training or driver safety training), you must contact Human Resources to have the training assigned. 2. If you do not already have an Edurisk account, you simply type in your name and email address, and you will receive an email with a temporary password to access. Scroll down on the landing page to take the training.
	Off-Campus Vendors	If the event involves off-campus vendors (novelties, bounce house, games, etc.)	Facility Use and insurance is required by the vendor 10 days prior to the event
	Tents	If the event requires a tent.	10 x 10 tents can be requested through Facilities/Events Planning Team. Any tent over the size of 10' x 10' requires a permit with the Town of Pittsford. The Town of Pittsford requires 5 weeks notice to process the permit. Department

			host pays for the cost of permit (\$250.00) and cost of tent. Contact Brian McGahan to start the process.
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Contact		Jean Hoyt - Senior Administrative Assistant Valarie Wilson - Assistant Director of Campus Operations and Shults Center Manager (Shults Center, Medaille, meeting spaces) Angel Diaz - Assistant Director of Campus Operations and GTC Manager (Golisano Training Center and outdoor athletic Fields) Brian McGahan - Director of Campus Operations Kevin Schoonover - Managing Director of Arts Center Complex (Arts Center and Glazer Music Performance Center) Jamie Fazio - Director of Center for Spirituality (Chapel)
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