

Stanford

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[Home](#) > Runs, Rides, Walks, and Outdoor Events on Campus Streets

Runs, Rides, Walks, and Outdoor Events on Campus Streets



2018 John Etchemendy Cardinal Walk
(Stan Olszewski/SOSKIphoto)

Campus Runs, Rides, and Walks (RRW) require significant lead time and planning given the impact they place on the Stanford community. Please review the policies and guidelines in order to plan for a run, ride, or walk on campus. Make sure you are clear on the responsibilities before you begin.

Policies, guidelines, and schedules

Only registered Stanford student organizations and university departments are permitted to host campus Runs, Rides, and Walks on the Stanford campus. The leadership structure, logistical planning and overall management of the RRW must be led and managed by Stanford students, staff, or faculty, not an outside organization that is unaffiliated with Stanford. Approval of the proposed RRW will depend on other scheduled events, university resources, and other university priorities.

All RRWs will only be permitted to use university approved courses provided in the request and application process. The following areas are NOT available for use as courses, add-ons or extensions to a course or as

gatherings for pre-RRW or post-RRW events: [Palm Drive](#) [1], [the Oval](#) [2], [the Main Quad](#) [3] and [Memorial Court](#) [4].

Benefits and fundraising

ONLY registered Stanford student organizations may organize a RRW which benefits an off-campus organization (benefit fundraiser). Individual pledges are permitted provided they are managed through a university approved online processing system. No cash donations are permitted. Requests must be approved by [Office of Student Engagement](#) [5] (OSE) and the Office of Special Events & Protocol (OSEP). Any off-campus co-sponsors will be subject to review and approval by the university.

University departments are not allowed to have fundraisers where any proceeds or donations benefit any non-Stanford, unaffiliated organizations. Please review [Stanford's Event Organizer Requirements policy](#) [6] and the [Benefit Fundraising Events, Raffles, Lotteries and Auctions policy](#) [7].

Funding responsibilities

The department's chair, school's dean, student group's leadership or other designated university authority within that organization must be informed of the event and approve the proposed expenditure of funds. The Stanford Event Organizer must assume all financial responsibility by providing a valid university PTA for payment of all costs associated with the event to all administrative entities that will charge fees and ensuring that all university and other vendors are paid for their services. Prepare a budget, manage finances and work with university accounting to ensure proper payment and recording of actual expenditures after the event.

Liability and insurance

Depending on the size and scope of the event, additional liability insurance may be required, upon the discretion of the [Office of Risk Management](#) [8] (ORM). A signed university liability waiver should be obtained from each participant in RRWs. These forms can be obtained from [ORM](#) [9].

If your event includes participation of unaccompanied minors, all employees and/or volunteers who have supervisory or disciplinary powers over the minors or have substantial contact with the minors need to be fingerprinted and background checked. Review the [Protection of Minors Involved in Stanford Programs and Activities](#) [10] policy. Please contact HR for the Live Scan application.

General schedule and planning timeline

RRWs require significant lead time and planning given the impact they place on the Stanford community. As a general rule, it takes at least six months to plan, request and approve an RRW. A limited number of RRWs are allowed each quarter. Preference is given to established, annual campus events.

All RRW proposals will be considered on a bi-annual basis with the following submission deadlines:

Deadline for RECURRING RRW:

Fall and Winter quarter events: May 1st

Spring and Summer quarter events: November 1st

Deadline for NEW RRW:

Fall and Winter quarter events: April 1st

Spring and Summer quarter events: October 1st

General guidelines on when to schedule an RRW

- Weekends are preferred, with some exceptions to weekday events.

- RRW may start no later than 9AM, and end by 12:30PM. It is recommended during warmer weather to begin at an earlier time.

General dates to avoid

- Big 5 events on campus. (Please check [the academic calendar](#) [11] for exact dates.)
 - New Student Orientation in September
 - Reunion Homecoming in October
 - Family Weekend in February
 - Admit Weekend in April
 - Commencement Weekend in June
- Holidays
 - University-wide winter closure in late December
 - Memorial Day weekend in May

Having flexible date options will assist you in finding a suitable date for your event. Review the [Event "Blackout" Dates](#) [12] policy. Consult with OSEP during the request and application process for details.

Course Guidelines

All RRWs will only be permitted to use university approved courses provided in the request and application process. These courses have been carefully selected and reviewed by the Department of Public Safety, Stanford Transportation, and the Office of Special Events & Protocol, among others, and have been certified by USA Track & Field as consistent with the rules and regulations found in the USA Track & Field's course certification program..

These university approved courses have been determined to be safe for use by participants for a RRW event and consideration has been given to their overall impact on the university regarding its residences, classroom access, traffic, and parking. Only in extreme cases will consideration be given to modify, reroute or create a new official course. An example of a modification that may require a change in a university approved course may include [construction that is occurring in an area near or on the course](#) [13] itself. The following areas are NOT available for use as courses, add-ons or extensions to a course or as gatherings for pre-RRW or post-RRW events: [Palm Drive](#) [1], [the Oval](#) [2], [the Main Quad](#) [3] and [Memorial Court](#) [4].

Each university approved course has a not-to-exceed number of participants within the length and width of the prescribed course to maintain the appropriate capacity levels at all times and promote the overall safety on both campus sidewalks and streets.

RRW request and application process

If you have understood and accepted the above policies and guidelines for RRWs on campus and are ready to move forward with the request and application, you may begin the [request and application process](#) [14] (SUNet ID required).

RRW Request and Application

[14]

Other outdoor events

Use of campus streets including Palm Drive, Campus Drive, and other major thoroughfares for any event require review and approval. Please [contact the Office of Special Events & Protocol \(OSEP\)](#) [15] for further information.

Contact

Questions? Email the Office of Special Events & Protocol at stanfordevents@stanford.edu [16]

Source URL: <https://osep.stanford.edu/policies/runs-rides-walks-and-outdoor-events-campus-streets>

Links

- [1] <http://campus-map.stanford.edu/?id=&lat=37.42842556021109&lng=-122.1662512036416&zoom=15>
- [2] <http://campus-map.stanford.edu/?id=&lat=37.4298342172&lng=-122.169423799&zoom=15&srch=The%20Oval#>
- [3] <http://campus-map.stanford.edu/?id=&lat=37.427430380052854&lng=-122.17022257650001&zoom=18&srch=main%20quad#>
- [4] <http://campus-map.stanford.edu/?id=&lat=37.4281405734&lng=-122.170031378&zoom=17&srch=memorial%20court#>
- [5] <https://sal.stanford.edu>
- [6] <https://osep.stanford.edu/stanford-event-organizer-requirements>
- [7] <https://osep.stanford.edu/benefit-fundraising-events-raffles-lotteries-and-auctions>
- [8] <https://orm.stanford.edu>
- [9] <https://orm.stanford.edu/forms>
- [10] <https://hr.stanford.edu/protection-minors>
- [11] <https://registrar.stanford.edu/academic-calendar>
- [12] <https://osep.stanford.edu/event-blackout-dates>
- [13] <http://maps.stanford.edu/construction/>
- [14] <https://osep.stanford.edu/private/rrw-request-and-application>
- [15] <https://osep.stanford.edu/contact>
- [16] <mailto:stanfordevents@stanford.edu>