Planning a Campus Event?
Below is a list of Running Event and Convocation Mall Event requirements. This list is not inclusive of all requirements. Please consult with the SFU Security office for more information.

Walking/running event requirements
1. Organizers should test the route with an experienced runner to identify hazards to runners and walkers.

2. For each hazard identified, they should propose a remedy such as, but not limited to, posting a person or using warning signs. For example, crossing the SFU pond where the pavement juts in and out may be a hazard to runners not familiar with SFU.

3. Each hazard should be identified on a checklist that should be provided to and signed by each participant to acknowledge the hazards on the route. These hazards could include narrow roads, vehicle traffic, slippery or muddy surfaces, possible snow or ice-covered surfaces, possible severe weather, construction areas and uneven pavement.

4. During inclement weather when many surfaces are snow or ice covered, the organizers must be prepared to cancel the event. Security staff should be consulted regarding the types of conditions (such as a snow or wind storm) under which holding the race would pose a significant hazard to university personnel and under which Security would not allow the event to continue.

5. Volunteers: all staff or volunteers in or near traffic lanes must have retro-reflective safety vests. The Security office may be able to assist with the provision of vests and safety cones.

6. Only trained personnel shall be used to direct vehicle traffic where and when it is required. A minimum of four personnel with stop/slow paddles are required for the T-intersection of Gaglardi Way and University Drive East.

7. The organization hosting the walk/run will be responsible for (or for arranging for) “race in progress” signage along the route on the day of the race to warn the university community of the race.

8. If SFU security is the first-aid provider, there should be an acknowledgement of this to enable Security to prepare for the event, otherwise, alternative first-aid services should be arranged.

9. Due to the busyness of the campus, and multitude of roadways, construction, and traffic, runners are not permitted to wear personal music devices or headphones while running in any event.

10. Runners are only permitted to walk up or down stairs at SFU.

11. Any route through pedestrian areas such as Convocation Mall must be pre-identified as to how the area will be controlled and monitored. This process must include reference to provision of access points for other pedestrians to pass through, posting volunteers to stop pedestrians from crossing when runners are in the area, and the method of delineating the area either by tape, rope, ribbon, or similar fashion.

12. The marshaling location must be pre-identified to Security.