

POLICIES & PROCEDURES

FOR USE

OF UNIVERSITY PARK

Listed below are policies & procedures when using University Park for ANY event. These guidelines are for your benefit and are consistent with policies established by the University to ensure safety and environmental issues.

1. **Sidewalks**, ie., firelanes surrounding the University Park area must be kept clear at all times. These firelanes are for emergency vehicles and there must be clear access at all times.
2. **Parking** in the University Park, grass, sidewalks, curbs, etc. is prohibited. For special events, vehicles may come into the park, unload and must immediately leave and repark in the parking lots. No loitering around the vehicles. Public Safety will ticket any vehicles after unloading has been completed.
3. **Food** served or for sale in the park. Booths must be placed on the pebbled area northeast of the lower entrance to the University Union. A food permit must be obtained from Environmental Health & Safety before selling or serving food.
4. **Vendor** booths along the northeast sidewalk of the lower entrance to the University Union must also be placed on the pebbled area.
5. **Grass area** of University Park may be used for events, i.e., club fairs, interactive games, Greek Week, Culture Weeks, DSS Silent Auction, etc. As specified in No. 2 above, parking is prohibited.
6. **Posting** is permitted in the lawn area northeast of the lower entrance to the University Union between the sidewalk and building. Also, posting is allowed in vegetation areas such as ground cover, unplanted ground under trees. No lawn areas are permitted for posting. All materials for posting must be stamped by Office of Student Life. Unstamped or material posted in illegal areas will be removed by Facilities Management.
7. **Extension Cords** that cross sidewalks **MUST** be taped down for safety purposes.
8. **Trash Containers** may be requested from Facilities Management for large events or events where trash will overload the permanent trash cans - this is especially true of events where food is involved. This can be done on the Scheduled Event form.

9. **Watering** of the lawn may interfere with an event by leaving the grass area too wet for the program. Requests to Facilities Management for "no watering" can be made on the Scheduled Event form.

10. **Scheduled Event form.** All events in University Park, except information only tables and booths must be scheduled with the Facilities Coordinator in Office of Student Life. When scheduling, please give as much information to the Facilities Coordinator as possible. This will help to insure the success of your event and acquaint you with the above and other policies.