

Heritage Plaza and Other Outdoor Venue Scheduled Use Guidelines

- ◆ Coordinate vehicle access with Facilities (4521) at least 24 hours prior to the event or 48 hours prior for weekend events.
- ◆ No chairs, tents, awnings, etc. on the lawn.
- ◆ No device or equipment which would in any way mar or penetrate the concrete paver or sidewalk area in the plaza.
- ◆ No defacing of any paving, pavers, seating, columns, or any surface in the plaza area - this includes the use of chalk, paint, etc.
- ◆ No moving of any furnishings, including tables, chairs, benches, planters.
- ◆ No climbing on tables, chairs, light posts, trash cans, columns, planters, trees.
- ◆ Debris/litter must be cleaned up after use of area (to include emptying of trash cans into dumpster if they are overflowing) or a clean up charge will be assessed.
- ◆ No guarantee of exclusive use.
- ◆ No food or drink may be served on the cobble stone areas
- ◆ Event must not block pedestrian and handicapped access to immediate and surrounding areas.
- ◆ No hanging or affixing decorations, fliers or signs from lamp posts, columns or trees.
- ◆ No grills, except on asphalt of street.
- ◆ Attendant, advisor or University official may be required to be present depending on the planned function and University affiliation.
- ◆ Rental fee may apply depending on the planned function and University affiliation.