

**Outdoor Events Scheduled Use Guidelines
Chamberlain Pavilion, Heritage Plaza, & Student Park**

- Event space available for reservations are shown on attachment A.
- Vehicle access and movement will be very limited and must be coordinated with Facilities (4521) at least 24 hours prior to the event or 48 hours prior for weekend events.
- Set up on hard surface areas will be the preferred location provided pedestrian movement is not inhibited including accessible routes. No chairs, tents, awnings, signs, etc. on the lawn without prior approval of the Facilities Use Committee. Request setup approval at least two weeks prior to the event.
- Prior arrangements must be made at the time of request approval for use of flame monument, power, lighting and audio.
- No device or equipment which would in any way mar or penetrate the concrete, pavers or sidewalks.
- No defacing of any paving, pavers, seating, columns, or any surface in the pavilion area.
- No moving of any furnishings, including tables, chairs, benches, planters
- No climbing on tables, chairs, light posts, trash cans, columns, planters or trees
- Debris/litter must be cleaned up after use of area (to include emptying of trash cans into dumpster if they are overflowing).
- User will be responsible for all costs of repairs, maintenance or clean-up as a result of the event.
- Event set up and use cannot impede pedestrian traffic and public use of adjacent areas.
- No hanging or affixing decorations, fliers, signs, or ropes/cables from lamp posts, columns, trees or other site improvements. Facilities will make arrangements to allow for these types of temporary installations in designated locations.
- No grills or open flame food preparation or warming unless provided by the University Food Service Contractor. Location of food service operations must be approved by the Facilities Use Committee.
- University official or approved attendant may be required to be present
- Rental fee may apply depending on the planned function and University affiliation.
- East – West 14 ft. Fire Lane must be maintained at Heritage Plaza with any exceptions pre-approved by Safety & Risk Management.

Outdoor Events Use Guidelines
Attachment A

