

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3203 - OUTDOOR SPACE GUIDELINES**

Statement: Outdoor spaces are major open spaces surrounding the outside of the University buildings and are available for holding various types of events. The outdoor spaces surrounding athletic buildings or other forms of natural open space areas used in conjunction with athletic events are not included as spaces that may be requested.

Outdoor facilities spaces consist of Bolling Square, Monarch Gardens, Kaufman Mall, 49th Street Plaza, Midrise Beach, Soccer Field Picnic Area, Williamsburg Lawn, and the Princess Anne Gardens. These facilities are available for scheduling at the following times:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday and Saturday	8:00 a.m. - 12:00 midnight
Sunday	10:00 a.m. - 10:00 p.m.

Exceptions to these times will be considered on an individual basis. The following policies and procedures will govern the Outdoor Facilities Spaces:

1. A tentative hold may be placed on a space by phone or e-mail or by meeting with the Coordinator of the Webb Center Campus Information Center. The space will be held for five (5) working days pending receipt of a written Outdoor Space Reservation Form.
2. Written Outdoor Space Reservation Forms should be submitted to the Coordinator of the Webb Center Campus Information Center no less than ten (10) days prior to the scheduled event. All forms must designate the area requested. If set-up is required, it must be indicated on the form. If this information is not available at the time that the form is submitted, it must be submitted to the Coordinator of the Webb Center Campus Information Center no later than 48 hours prior to the event.
3. The Outdoor Space Reservation Form will not be used for food to be catered by the University's Dining Services. Any request for catering arrangements should be made with the Manager of University Dining Services (x4601). Utilization of outside caterers must be approved by the Manager of Dining Services prior to the event.
4. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated, and the food and beverages to be served. The organization and organizational representative signing the Outdoor Space Reservation Form will be responsible for payment in full of all security costs.

5. The request for set-up and tear-down of tables and chairs and trash removal requiring overtime by Physical Plant personnel will be charged to the organization budget code requesting the service. Overtime charges normally occur after normal working hours, Saturday, Sunday, and holidays.
6. All Outdoor Space Reservation Forms must have the appropriate signatures as noted on the University's Authorized Signature List.
7. Recognized student organizations should have their reservation request forwarded to the Dean of Students or his/her designee for approval before forwarding to the Coordinator of the Webb Center Campus Information Center.
8. Outdoor space will not be assigned without a signed confirmation form. Do not assume your reservation is confirmed until you have a copy of the signed confirmation form.
9. A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come, first-served basis. No more than three (3) names will be kept on the waiting list for a particular date and space. Persons on the waiting list will be contacted should the space become available.
10. Users of outdoor space are required to collect all trash and litter and place it in plastic bags or litter cans. The space should be left litter-free. The organization using an outdoor space will be required to pay clean-up charges to the Physical Plant if the area is not left in a clean condition.
11. Fundraiser events must have approval from the Director of Student Activities no later than 48 hours prior to the event.

The Webb Center Campus Information Center reserves the right to determine which outdoor space is appropriate for an event and may deny a request for a specific outdoor space on the basis of suitability. The Campus Information Center also reserves the right to alter the assignment for a confirmed reservation in the event of emergencies. The organizational representative will be contacted by phone if changes are made.

Annual University events category are those programs essential to the functioning of the University or events that are traditions at the University. These events have reservation preference.

Due to high demand for outdoor space, it is requested that cancellations be made at least 72 hours in advance of the event. This can be done by phone at x3436 followed by written notification to the Webb Center Campus Information Center.

**Responsibility:** Vice President for Student Services/Dean of Students

**Authorization:** Jo Ann M. Gora, Acting President

**Date:** November 8, 1995

**Effective Date:** November 15, 1995

