

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, Elizabeth River Beach, Soccer Field Picnic Area, and the Williamsburg Law. 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. Written Outdoor Space Reservation Forms should be submitted to the Event Management Office, Webb University 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.
2. Any request for catering arrangements should be made with Dining Services.
3. 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.
4. 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.
5. All Outdoor Space Reservation Forms must have the appropriate signatures as noted on the Student Organization Spokesperson List.
6. Special permission for use of Kaufman Mall must be obtained in advance from the Dean of Students and Chief Student Affairs Officer or his/her designee. The following restrictions apply to all approved events:

- a. Sound amplification is normally restricted to Activity Hour (12:30 p.m. to 1:30 p.m. on Tuesdays and Thursdays) or after 4 p.m. on Fridays.
 - b. The steps in front of Webb University Center may not be blocked.
7. 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.
 8. 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.
 9. Fundraiser events must have approval from the Director of Student Activities or his/her designee no later than 48 hours prior to the event.

The Event Management Office 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. Event Management also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. The organizational representative will be contacted by phone if changes are made.

Annual University events are those programs essential to the functioning of the University or events that are official 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 Event Management Office.

Responsibility: Dean of Students and Chief Student Affairs Officer

Authorization: John R. Broderick, Acting President

Date: November 8, 1995; Revised September 2, 2008