

Policies for outdoor events at USU.

These are some rules for making the most of your outdoor event on USU Campus. These rules should be strictly adhered to by your group. Following these rules will not only help keep the cost of your event as low as possible, but will promote safety.

- ❖ At least **two weeks** prior to your event you must contact Justin Williams (797-2995) or Brandon Hansen (797-1104) with Event Services. They can help you coordinate your event.
- ❖ Never drive posts or stakes into the ground without a digging permit. Campus is full of irrigation, high voltage and gas lines buried underground. Contact Larry Dunkley at 797-7309 to obtain a digging permit. These permits require three day notices. The event will be held responsible if there are damages and no digging permit was obtained.
- ❖ Do not drive on grass or shrubs. The event is responsible for damages to grass or broken sprinkler lines. There is a \$300 fine for groups caught driving on the grass. The event will also be responsible for hours billed to repair damaged grounds at a cost of \$27 per hour.
- ❖ The location of your event must be left as clean as or cleaner than when you found it. Litter, bottles and other waste must be disposed of properly in garbage's or recycling bins. Garbage should be removed from garbage cans, the bag tied of and placed in dumpsters located across campus. Please remember to close dumpster lids when finished. If landscapers are needed to clean up after the event it will be at a cost of \$27 per hour.
- ❖ When driving vehicles on sidewalks you must have a spotter that can watch for pedestrians and for low hanging branches that may contact your or damage your vehicle.
- ❖ If you need sprinklers turned off for your event you must give 3 days' notice. If you have given proper notice and water still comes on during your event call USU Police at 797-1939. They will contact the on call landscaper employee to shut it off.
- ❖ If your event requires specific grass heights it must be approved . Between June 20th and August 15th grass will not be cut lower than 2 inches.
- ❖ **Paint on sidewalks is strictly prohibited.** You may use chalk, but it must be washable. **Your event is responsible for removing it after the event.** If landscapers remove it they will charge \$27 per hour. Events cannot use chalk on the sidewalks around the TSC or by the Tanner Fountain (this requires TSC approval).
- ❖ Signs are not allowed on light poles or cross walk poles. Signs cannot obstruct sidewalk traffic or be in the grass. Please plan on placing them in flower beds or shrub beds as a best location. All signs need to be removed after the event each day. If landscapers clean them up it will be at a cost of \$27 per hour.
- ❖ If you have additional questions about landscape rules or procedures please call Scott Hampton (797-7422) or Rob Reeder (797-8312).