

## University of Dayton Old River Park Operational Practice

Title: Old River Park Reserved Use/Rental

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Old River Park is an outdoor space designed to encourage and facilitate casual student interaction and informal recreation. All events and activities at Old River Park must be in alignment with the University of Dayton's mission and values, and must be approved by the President's Office. Old River Park is located near 1700 SPB and is available to University departments, recognized student organizations, and non-profit charitable organizations for outdoor events subject to the reservation and use policies defined in this document.

- I. **COMPLIANCE WITH ALL UNIVERSITY OF DAYTON POLICIES:** All event or activities occurring at Old River Park must comply with all University policies (including the Student Standards of Behavior, University Signage Guidelines, and the Political/Electoral Activities Policy and Practices). Specifically:
  - a. All events or activities must be approved in advance by the President's Office.
  - b. Events and activities must be contained within only those areas approved for use (see attached map of the contained area). Limiting access to unauthorized areas of the park is the responsibility of the event organizer.
  - c. All activities sponsored by student organizations must be registered through Student Life and Kennedy Union.
  - d. Events at Old River Park may not impact the learning environment; use may not interfere with adjacent classroom, meeting, and office operations/activities and if music is played, the volume must be limited so as to cover only the reserved space.
  - e. Nothing may be attached to trees, bushes, benches, light poles, or permanent signs without approval from the Department of Facilities Management.
  - f. No ground penetrating fence posts, signs, or other similar fixtures are permitted. Tents posts or stakes other than those in compliance with section V are prohibited.
  - g. No vehicles or heavy equipment are permitted in Old River Park other than on roadways or parking areas.
  - h. If guests external to the University of Dayton are expected to attend the event, the host must contact Parking Services to make arrangements for guest parking.
  - i. Directional and event signage must follow the University of Dayton temporary signage guidelines (see VII below).
  - j. The department, organization, or individual utilizing this venue agrees to assume full financial responsibility for any loss, damage, or cleaning beyond reasonable wear and use of the venue.
  - k. Approved non-University users must sign a Short Term Use License Agreement and provide a certificate of insurance in accordance with Risk Management requirements.
- II. Rain or inclement weather may become a reason for canceling scheduled activities.  
**SCHEDULING:** Use will be determined both by availability and the compatibility of the event with the park's available space and resources. Facilities Management staff, in partnership with

Public Safety, Student Development, and Risk Management, **may suggest an alternate location or decline to schedule an event deemed to pose a significant risk of damage to grounds or facilities**, or a risk to personal safety of participants or bystanders. The final decision as to whether a scheduled event can occur at Old River Park will be decided by the Vice President for Facilities Management. External events are subject to the discretion of Facilities Management staff.

- III. **SAFETY & SECURITY: Both University and non-University event organizers will be required to provide volunteers spaced approximately every 50 feet along the shore of the water that surrounds Old River Park to prevent any event attendee from entering the water.**
- IV. **ATHLETIC EVENTS:** The facility will not be rented for athletic events that, due to the potential for damage to University grounds, may be better suited for other venues on campus.
- V. **COORDINATION:** At least two weeks before the event, the event organizer must secure approvals of the Director of Real Estate and the Director of Grounds from Facilities Management, who may also require input from and approval of Patrol Operations Lieutenant from Public Safety, Director, Environmental Health/Safety and Risk Management to finalize all arrangements (including equipment, trash cans, trash removal, modification of sprinkler schedules, installation of the power box, tent set-up and tear-down, table deliveries and removal, security needs, special building/room access or anything else needed to make the event safe and successful).
- VI. **TENTS:** Anyone wishing to utilize a tent at Old River Park must coordinate its location with Facilities Management staff in accordance with the Tents and Canopy Use Policy. To minimize the potential for damage to buried service lines, events requiring a tent(s) must be located in only approved locations. Due to their familiarity with University policies and the associated safety requirements, Prime Time Party Rental is the recommended external supplier for rented tents. Any associated rental, set-up, and tear down costs will be the responsibility of the event organizer. Note that no storage is available, and tent and/or furniture drop off and pick up must be coordinated with Facilities Management operations staff to eliminate impact on the grounds and on other events. If the event organizer contracts with an external supplier, it is the responsibility of the event organizer to be the point of contact and meet the vendor upon arrival to campus.
- VII. **FOOD/BEVERAGES:** UD Dining Services is the exclusive catering provider for Old River Park events, and outside food/beverages cannot be provided unless Dining Services has given an exception. All catering charges will be the responsibility of the event organizer.
- VIII. **SIGNAGE:** Directional or other signs shall be displayed on the property only in such manner as specified In the University Signage Guideline issued August 2011.  
[http://www.udayton.edu/facilities/temp\\_event.php](http://www.udayton.edu/facilities/temp_event.php)

Should a group wish to use these signs they should contact the Facilities Management Call Center at 937 229-3753 or <http://campus.udayton.edu/~facman/workrequests/> .

