

University of Dayton Central Mall Operational Practice

Title: Central Mall Reserved Use/Rental

Issue Date: December, 2012

Revision Date: December 4, 2012

Implementation Date: January, 2013

The Central Mall is an outdoor space designed to encourage and facilitate casual student interaction and informal recreation. All events and activities on the Central Mall must be in alignment with the University of Dayton's mission and values. The Central Mall is located near Kennedy Union and is available to all University departments and recognized student organizations for outdoor events subject to reservation and use policies defined in this document.

- I. COMPLIANCE WITH ALL UNIVERSITY OF DAYTON POLICIES: All event or activities occurring on the Central Mall must comply with all University policies (including the Student Standards of Behavior, reservation policies for Student Life and Kennedy Union, the Student Organization Guidebook, University Signage Guidelines, and the Political/Electoral Activities Policy and Practices). Specifically:
 - a. All activities sponsored by student organizations must be registered through Student Life and Kennedy Union.
 - b. Events on the Central Mall 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.
 - c. Nothing may be attached to trees, bushes, benches, light poles, or permanent signs.
 - d. No ground penetrating fence posts, signs, or other similar fixtures are permitted.
 - e. No vehicles or heavy equipment are permitted on the Central Mall.
 - f. 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.
 - g. Directional and event signage must follow the University of Dayton temporary signage guidelines (see VII below).
 - h. 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.

- II. Rain or inclement weather may become a reason for canceling scheduled activities. SCHEDULING: Scheduling is coordinated by Student Life and Kennedy Union by contacting SLKU event scheduling staff at 937-229-3333. Use will be determined both by availability and the compatibility of the event with the Mall space and resources. SLKU staff, in partnership with Public Safety, Facilities Management, 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 an event can occur on the Central Mall will be decided by the Vice President for Facilities Management. External

events are subject to the discretion of the Student Life and Kennedy Union staff, and will only be considered for booking during the summer.

- III. **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. Some activities that may impact the grass area may be required to move to the hardscape area (KU Patio). Please speak with the staff in Student Life and Kennedy Union regarding your event *before* planning it for the Central Mall
- IV. **COORDINATION:** At least two weeks before the event, the event organizer must secure approvals of Director of Grounds from Facilities Management, Patrol Operations Lieutenant from Public Safety, Director, Environmental Health/Safety and Risk Management, and the Associate Director for Operations, Student Life and Kennedy Union (or their designee) 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 a success). Approvals will be collected electronically using *Community (student organization event registration software)*. Events lacking the necessary approvals are subject to cancellation.
- V. **TENTS:** Anyone wishing to utilize a tent on the Central Mall must reserve the mall through Student Life and Kennedy Union. To minimize the potential for damage to buried service lines, events requiring a tent(s) must be located in accordance with the location diagram http://www.udayton.edu/studev/_resources/files/studentlife/tent.pdf. Due to their familiarity with the site and the associated location 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 the Student Life and Kennedy Union 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.
- VI. **FOOD/BEVERAGES:** UD Dining Services is the exclusive catering provider for Central Mall 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.
- VII. **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

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/> .