

Outdoor Facilities Reservations – Campus Departments and Registered Student Organizations

Summary/Purpose

This policy is for the reservation of all outdoor facilities including the Grove, the Circle, and the Student Union Plaza for university-sanctioned activities.

The Grove, Student Union Plaza and the Lyceum Circle are available to University of Mississippi campus departments and Registered Student Organizations. For outdoor spaces other than those listed, approval must be granted by the Ole Miss Student Union Office and/or Landscape Services.

All requests must include ample time before and after the actual event for any needed set up and take down. Campus department or Registered Student Organization will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the campus department or Registered Student Organization is expected to abide by these requirements.

No activities or events may take place in outdoor spaces four (4) weeks prior to Commencement. Requests for reservations made during this time period are at the discretion of the Ole Miss Student Union office in consultation with campus partners.

Block reservations can be made one semester at a time. Block reservation requests are defined as those that recur more than one time during the semester. Block reservations that include more than one semester will be processed as separate reservations, and fees will be assessed accordingly.

Reservation Process

Campus departments or Registered Student Organizations requesting the use of the Grove, Circle, Union Plaza, or any other outdoor space must go through the Ole Miss Student Union Reservations Office to officially reserve the space. The department or Registered Student Organization will provide the Reservations Office with the name, address and phone number of the representative of the campus department or Registered Student Organization. This representative will be the sole person authorized to make changes to or decisions regarding the reservation.

Student organizations are required to fill out an Event Registration form online with M-Sync prior to reserving outdoor space on campus.

The Student Union Reservations Office does require that a University account number or Visa/MasterCard number is provided to ensure that the costs of any damages or excessive cleaning can be covered.

A University account number and/or Visa/MasterCard payment must be received by the Student Union Reservations Office no later than 4:00 PM on the business day immediately following

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submission of this request. If the request is being submitted with only seven days notice, payment must be received by the Student Union Reservations Office before the close of the current business day that the request is made. In addition, all necessary paperwork must be completed and submitted to the Student Union Reservations Office in accordance with the deadlines set forth in this policy. Failure to meet these deadlines could result in denial of the request or cancellation of the event.

The campus department or Registered Student Organization will be responsible for any and all damages caused by acts of the campus department or Registered Student Organization, its employees, agents, patrons, guests and artists, whether accidental or otherwise.

Preservation of Outdoor Spaces

Landscape Services should be contacted at (662)915-1846 before any plans are made for the setup of furnishings and/or equipment in the Grove.

Tent sizes in outdoor spaces are restricted to 10'x10'. For larger tents, Landscape Services must approve. No tents are permitted in the Grove or Circle eight (8) weeks prior to Commencement. All tents may only be set up for 48 hours; this includes setup, duration of the event, and breakdown.

Flooring or artificial turf should be used to protect turf under tents between the Monday after the last home football game until after Commencement. Flooring may only be set up for 48 hours; this includes setup, duration of the event, and breakdown.

Application of a Special Dura Deck Product or similar will be required for a release to drive a vehicle in The Grove. The maximum limit of time is 48 hours. No vehicles or heavy equipment are allowed on turf areas without prior approval of the Director of Landscape Services.

Any large structure erected for use outdoors (i.e. tents) must be inspected by University Fire Services.

No objects are to be hung from trees. This includes items such as balloons, hammocks, and decorations.

Carnival rides, horse rides, petting zoos, moon walks or bounce houses are not allowed on the turf of outdoor spaces.

Stakes or spikes may not be used in outdoor spaces due to underground water and electric lines. This includes anchors for tents and signs with stakes.

No open flames are permitted on the turf including portable fireplaces, grills, tiki torches, and fireworks. Any exceptions are at the discretion of the Ole Miss Student Union office.

Required University Services

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The campus department or Registered Student Organization will be responsible for ensuring all litter is removed from the outdoor space and placed in proper waste disposal dumpsters within two (2) hours of the completion of the event. If the campus department or Registered Student Organization fails to comply, the University will remove trash, and time will be billed to the campus department or Registered Student Organization for removal. Registered Student Organizations failing to comply may also be referred to the Office of Conflict Resolution and Student Conduct.

For events with more than fifty (50) attendees, the campus department or Registered Student Organization must submit a work order to Landscape Services for the setup and removal of any needed trash cans.

The campus department or Registered Student Organization is responsible for submitting a work order to Facilities Management if power or other utilities are required for the reservation.