

Outdoor Event Parameters for Spaces Adjacent to Residential Facilities

Outdoor Residential Life Spaces Covered by this policy

- The South Quad/Lawn (Can accommodate a large event – 200 + people) May need to bring a source for electricity.
- The South Patio – Electricity available
- North Lawn (area found in the middle of the “U”) No electricity available.
- Recreation Areas Adjacent to Residence Halls (Just Volleyball and Basketball Courts – the softball Fields will be limited to softball use and monitored by Recreation Services)
- Husky Village courtyard

Parameters for outdoor space use

- All registered student organizations and departments who wish to use Residential Life outdoor space for an event must start the process by meeting with the Event Services staff in the Student Union.
- All events held in Residential Life’s outdoor spaces need to end by 11:00 pm due to the proximity of these venues to student rooms.
- Organizations reserving the spaces must have their advisor present for the duration of the event. The Event Services staff will provide Rachel Arpin in Residential Life, with the advisor’s name and contact information when reserving the space prior to the event. Residential Life will provide the duty schedule to the Event Services staff so that the contact information can be shared with advisors.
- For events hosting more than 250 people and schedule to last longer than 2.5 hours, the planning organization must provide portable bathroom facilities on site, as the available public bathrooms in adjacent buildings cannot accommodate the anticipated use. Organization can determine the number of portable bathroom facilities necessary by using the calculator found on this site: <https://www.unitedsiteservices.com/uses-and-planning/special-events/planning-tool>
- All rented equipment must be removed by 10:00 am the day after the event. The organization holding the event is responsible for securing the equipment until it has been removed by the rental company.
- The area must be returned to the same clean condition in which it was found
- A map of South Campus Quad which identifies electrical outlets and the location for dumpsters and port-a-potties will be shared with organizations when necessary.

Indoor Residential Life space that can be reserved for late night events (no Residential Life indoor space is large enough to accommodate a Large Event -200+ people)

- Lafayette Classroom
- Busby Seminar Room
- McConaughy Multipurpose Room
- Charter Oak Community Center
- Hilltop Apartment Community Center

- Shippee Pequot Room
- Rome Community Room
- Rome Portico
- Rome Game Room
- Garrigus Main-floor Lounge
- Garrigus Lower Meeting Room
- Wilson Classroom 112
- Wilson Classroom 113

General Procedures

Procedures outlined in the Student Affairs Outdoor, Late Night and Large Events policy unless otherwise discussed in this document will be in effect. Event Services staff will work with Rachel Arpin in Residential Life to reserve Residential Life spaces for events.

Recreation Spaces Available for Limited Reservations (not more than once a month – as these are primarily for resident student use)

Area	Volleyball	Basketball
Alumni	X	X
Busby Suites	X	X
Charter Oak Apartments	X	X
East Campus	X (2)	X
Hilltop Halls	X	
Husky Village	X (2)	X
Mansfield	X	
North Campus	X	X (2)
Northwood	X	
South Campus	X (2)	
Towers	X (2)	X
West Campus	X	