

Outdoor Event Parameters for Spaces Adjacent to Residential Facilities

To reserve any Residential Life Outdoor Space, including all Fields, Quads/Lawns, Patios, Gazebos, Basketball Courts, and Volleyball Courts, all entities (student organizations, University departments, affiliated organizations, and non-affiliated organizations) would complete and submit a Student Union and Event Services [request form](#)

Please note Outdoor Space request must be submitted at least 20 business days in advance of event date.

Guidelines which apply to all Outdoor Spaces

- All events held in Residential Life's outdoor spaces need to end by 10:00 pm due to the proximity of these venues to student rooms.
- The Event Services staff will provide Residential Life with the event details and contact information prior to the event.
- All rented equipment must be removed the business day following 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
- [Outdoor Amplified and Projected Sound Policy | University Policies](#)
- [Outdoor Activities Policy | University Policies](#)
- For events hosting more than 250 people and scheduled to last longer than 2.5 hours, the planning organization must provide portable bathroom facilities on site, if the adjacent buildings are not an option for all attendees. Organization can determine the number of portable bathroom facilities necessary by using the calculator found on this site: <https://www.unitedsiteservices.com/calculator/>

Event Services provides support with the logistics

- Review of all event details
- Access to power varies by the space. Event Services will work with the entity to review power needs and coordinate the work order.
- Additional garbage receptacles can be requested.
- Review guidelines for inspectable event components (Food Trucks, Inflatables, Generators, Tents, Structures, Stages, Grills) and provide additional steps if required. Event Services will coordinate with the Fire Marshal's office if applicable.
- Review of any food and beverage and additional steps if required. Event Services works with the Environmental Health & Safety office.
- Review of any necessary paperwork, including certificate of insurance from outside vendors and movie licensing.