



## **OUTDOOR SPACE TERMS OF USE UNIVERSITY USERS**

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. For spaces other than those listed, approval must be granted by the Ole Miss Student Union Office and/or Landscape Services. 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.

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.

All requests for the use of outdoor spaces must go through the Ole Miss Student Union Reservations Office to officially reserve the space. The User will provide the Reservations Office with the name, address and phone number of the User's representative. This representative will be the sole person authorized to make changes to or decisions regarding the reservation. Student organizations are required to fill out a Social Registration form online with MSync before their reservation is confirmed.

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.

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**

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 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 (e.g. tents) must be inspected by University Fire Services.

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.

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 outdoors due to underground water and electric lines.

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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**

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 must submit a work order to Facilities Management if power or other utilities are required for the reservation.

***“It’s unusual for a university to be blessed with the amount of green space we enjoy, and it really sets the mood of this campus. Any gathering place needs to be treasured. Stewardship of The Grove is not solely the responsibility of the university, but all who love it and use it.”***

***-Former Chancellor Robert Khayat***

*I understand all the terms of use for this facility and the laws, rules and regulations associated with this facility. I hold myself responsible for any accidental/intentional incidents during the use of this facility. Providing inaccurate or incomplete information on the request form could result in denial of the request or cancellation of the event.*

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*User Signature*

\_\_\_\_\_  
*Date*