

## XAVIER UNIVERSITY OUTDOOR/GREENSPACE EVENT POLICY

### Introduction

The following policy describes the parameters for planning and conducting events on the Residential, Academic Mall, or Buenger Greenspaces as well as the Gallagher Student Center Awning by the offices/departments and organizations of Xavier University. While no policy can anticipate every circumstance or condition, it is the intent of this policy to enable these events to be conducted in an orderly fashion, considerate of the University community and its surrounding neighbors.

### Outdoor Venues

The following sites have been identified and approved as locations for outdoor events. Ordinarily these will be the only sites at which such events will be conducted.

#### The Academic Mall

When classes are in session and scheduled in the buildings that abut this site, events, which may be reasonably construed to disrupt the teaching environment, will be prohibited. The **Office of the Vice President for Academic Affairs, Provost** will be contacted and consulted regarding events planned for the academic mall. Approval at this level is a necessary condition for further consideration of a proposed event.

#### The Residential Mall/Greenspace

Events on the residential mall will be scheduled with consideration of their impact on the residence hall environment and our neighbors living directly on this mall. Events with amplified sound will be permitted. However, those events must abide by the noise-level agreement between the university and the surrounding neighborhood.

#### The Buenger Greenspace

Events on this space will be scheduled with consideration of their impact on the residence hall environment and our neighbors living directly on this mall. Events with amplified sound will be permitted. However, those events must abide by the noise-level agreement between the university and the surrounding neighborhood.

#### Gallagher Student Center Awning

Events under the awning of the Gallagher Student Center will be scheduled with consideration of their impact on the residence hall environment and those professional offices and departments that are located in the GSC. Events with amplified sound will be permitted. However, those events must abide by the noise-level agreement between the university and the surrounding neighborhood.

### Other Outdoor Venues

Only reservations for the venues mentioned above are administered by this policy and accompanying forms. Other outdoor venues are available, however they are administered separately. The following is a list of those venues and the areas that student groups need to contact regarding reservations.

Venue	Approval Representative	Representative Name	Phone
Cintas Center Patio	Cintas Center Director	Phil Jones	x3900
Commons Courtyard	Residence Life Representative	Angie Kneflin	X4998
O'Connor Parking Lot	Director of Recreational Sports	Jim Ray	X3044
O'Connor Sports Fields	Director of Recreational Sports	Jim Ray	X3044
Village Courtyard	Residence Life Representative	Angie Kneflin	X4998
Intramural Fields	Director of Recreational Sports	Jim Ray	X3044

## Reservations

The Office of Student Involvement will manage reservations for the outdoor venues administered by this policy. Xavier University offices and organizations may reserve these spaces free of charge. Off-campus groups may use these venues free of charge if co-sponsored by a recognized Xavier University office or organization, otherwise a fee of \$250 will be assessed. The Assistant Director of Student Involvement will screen reservation requests. As part of this process, the Outdoor Events Reservation form must be completed. This insures that the proper contacts have been made and approvals have been secured. The Assistant Director for Student Involvement will manage the computerized reservation system for these venues.

## Equipment and Power Needs

If the event requires large amounts of equipment such as tables, chairs, staging, trash cans, etc., such that it exceeds the available Physical Plant inventory, the group reserving the venue must contract with an approved off-campus vendor and rent these items. If electricity is required for the event, the Physical Plant office will be contracted for electrical service and the group reserving the venue will be responsible for these charges. To ensure the safety of guests, all cords and wires must be placed away from the event participants and taped down. The Technical Director for the Division of Student Life and Leadership should be consulted regarding set up of sound, lights, and staging for events taking place on all spaces managed by this policy.

## Alcoholic Beverages

Ordinarily alcohol will not be served at outdoor events. If alcohol is to be served at these venues, it must be contracted with the University's catering offices unless an exception is granted. (If an exception is granted, an 'F' Permit is required. Contact the Director of Campus Police for procedures to obtain permit). Servers must be food service employees. To ensure legal drinking, "corralling"/wristband type methods will be used. No alcoholic beverages may be brought into or removed from events at these venues. Please review the university's official Alcohol Policy at [http://www.xavier.edu/student\\_life/AlcoholPolicy.pdf](http://www.xavier.edu/student_life/AlcoholPolicy.pdf) for complete information.

## Clean Up/Damage

Groups reserving these venues must remove all decorations and place all paper products, cups and refuse in receptacles provided. Clean up must begin immediately following event and be concluded in a timely manner. The organization utilizing these venues agrees to assume full responsibility for any loss, damage or cleaning beyond reasonable wear and use of the venues. In addition, event planners should be sensitive to the possibilities of guests carrying refuse into the community and improperly disposing of it there. In such cases, policing the neighborhood would be a prudent action worthy of a good neighbor. If an event is deemed to be of sufficient size or if a significant component of the event is associated with serving food, janitorial service may be **required**. In such cases, Physical Plant will contract for such services and the sponsoring group will bear the costs.

## Noise and Disturbance

In approving and monitoring outdoor events, Xavier will adhere to the local ordinances of Cincinnati and Norwood. At such events, the normal ending time will be 10 p.m. unless exception is granted. Such exceptions may be granted if it appears reasonable that the event will not be a source of disturbance to the campus community and beyond. In monitoring these events a sound pressure level reading of 60db or louder at Xavier's perimeter and beyond (with readings being taken at several locations proximate to the source of the complaint) will be considered inappropriately loud. Event organizers will be given one opportunity to lower the sound of the event below this level and keep it below this level. A second infraction, which is determined to be in violation of the aforementioned sound level, will result in an event's immediate termination and dispersal of the audience.

In order to avoid disturbances, at events where sound may be a concern, event planners are strongly encouraged to conduct pre-event sound checks, measuring sound at the University perimeter and making necessary adjustments in volume, speaker placement, and direction to minimize the likelihood of problems.

When an event requires contracting with independent performers, a clause outlining the expectation that compliance with the Xavier University noise and disturbance request to lower the sound level of their performance will be written into the Independent Contract Agreement. Failure by the performer(s) to comply with such an expectation will be treated as a serious breach of contract with significant penalties attached.

For purpose of policy interpretation and enforcement, readings will be taken by Xavier's office of Campus Police at appropriate property boundaries or at a neighborhood source of complaint, as appropriate.

## Notice/Complaints

Notice of large outdoor events will be conveyed to targeted community members, in the neighborhoods surrounding these venues, through the Office of Marketing/Public Relations. During an event, **complaints** from the surrounding community **may be conveyed to the Office of Campus Police 24 hours a day at 745-1000**. A security dispatcher will record the name of the complainant; his/her address and telephone number, and the nature of the complaint. The dispatcher will then have an officer respond to the area to investigate the complaint. Based upon the officer's observation, the officer will take whatever action is necessary to insure that the event is in compliance with the University policy and local ordinances. A copy of the dispatcher/officer's report will be forwarded to the Associate Provost for Student Life & Leadership and the Dean of Students on the next business day for any recommended investigation and follow-up (which

will ordinarily include following-up with the complainant to indicate action taken).

### **Campus Police**

Campus Police Officers may be required to work at events held in these venues and will be paid by the organization reserving the space. The number of officers will be determined based upon the expected attendance, alcohol distribution, and venue by the Director of Campus Police.

The officer's primary responsibility will be to maintain crowd control and to respond to any disturbance, which may develop while working these events. They will also be responsible for the enforcement of University policies, city ordinances and state law.

Other responsibilities will include:

- Meeting with the event sponsor/coordinator to determine if there are any special instructions or contingencies
- If alcohol is being sold/distributed at the event the officer will: a) check state identification cards and issue bracelets/stamps to those of legal drinking age b) oversee the establishment and enforcement of designated drinking areas
- The safe movement of pedestrians and vehicular traffic in the area

### **Parking**

Parking for events will be coordinated between the event sponsor and the Director of Campus Police. Based upon anticipated attendance figures - open parking may be available in the student and staff lots. Priority parking will always be given to faculty and students who are attending classes.

### **Violations of Policy**

Violation of this policy by on-campus groups or organization may result in the following actions taken singularly or in combination:

1. Immediate termination of the event.
2. Payment for any labor, repair, or replacement costs incurred because of the violation.
3. Forfeiture of the use of the space for a stated period of time.
4. A fine of up to \$250 levied against offices, organizations, faculty/staff, students, or outside groups that violate this policy.
5. Referral to other campus offices for action.
6. Other actions deemed appropriate.

Alleged violations of this policy will be referred to the Associate Provost for Student Life & Leadership and the Dean of Students, who may refer the allegations to the University Discipline process depending upon the severity of the alleged violation.