

Outdoor Event / Outdoor Space Reservation Policy

Reason for Policy

The policy exists to enable these events to be conducted in an orderly fashion, considerate of the University community and its surrounding neighbors. All other applicable Xavier University policies apply.

Scope of Policy

The following policy describes the parameters for reserving space and conducting events in Xavier University's outdoor venues.

Policy

A reservation request must be completed (via Mazevo online reservation system) for any such attempt to conduct an event on the Xavier Yard. The following outdoor venues are administered by this policy:

- **Academic Mall:** Academic Mall includes the grassy area between Bellarmine Chapel and Dana Avenue
- **Xavier Yard:** Xavier Yard includes the following:
 - North Yard (between Gallagher and Husman Hall, including the Outdoor Amphitheatre and Husman Stage),
 - South Yard (grassy area in front of Hoff Dining Commons), and
 - Upper Yard (Justice Hall Rooftop)

Reservation Procedure

The Office of Student Involvement manages reservations for the outdoor venues administered by this policy. Use of the space for events without a reservation will not be allowed. Xavier University offices, departments and recognized student organizations may reserve these spaces free of charge on a first come, first served basis using the online reservation form.

Student organizations are additionally required to indicate that their event will be using an outdoor space when submitting the event for approval via EngageXU (Event & Space Registration Form).

Third parties may reserve these venues at a daily rate, detailed below. Third parties must complete the [University's Standard Facility Use Agreement](#) and comply with any necessary insurance requirements, often including a certificate of insurance listing Xavier University as additional insured. Insurance requirements may be waived at the discretion of Risk Management. For details, visit Xavier's Risk Management and Insurance website at www.xavier.edu/insurance.

Third Party Rental Rates	
Academic Mall	\$200/day
North Yard	\$300/day
Upper Yard	\$200/day
South Yard	\$100/day

Reservation Confirmation

Reservation confirmations will be emailed following verification that the space is available. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedure, contact the Office of Student Involvement at [xuinvolvement@xavier.edu](mailto:stuinvolvement@xavier.edu).

Criteria for Consideration

Alcohol Service and Use

Ordinarily alcohol will not be served at outdoor events. If alcohol is to be served at these venues, it must abide by the University's Alcohol and Other Drug Policy. Please review the [policy](#) for complete information.

Amplified Sound

Events with amplified sound may be permitted and must abide by the noise-level agreement between the University and its surrounding neighborhoods. Events on the Academic Mall and Xavier Yard will be scheduled with consideration of their impact on the teaching and learning environment as well as their impact on the residence hall environment, religious services, and neighbors living on or near the Xavier Yard and Academic Mall. Events with amplified sound should not interfere with classes or religious services.

Noise-level readings will be taken by Xavier Police at appropriate property boundaries or at a neighborhood source of complaint, as appropriate. A sound pressure level reading of 60db or louder at Xavier's perimeter and beyond will be considered inappropriately loud. Event organizers will be given one opportunity to lower and keep the sound below this level. A second infraction will result in an event's immediate termination and dispersal. When an event requires contracting with independent performers, a clause outlining compliance with the Xavier University noise-level agreement will be written into the contract. Failure to comply will be treated as a breach of contract with penalties attached.

Audio/Visual Support

The Gallagher Student Center has portable sound systems available for reservation by Xavier University offices and departments and recognized student organizations on a first come, first served basis. The sound systems include a speaker and microphone. If additional electrical support or power supply is needed, contact Physical Plant at (513) 745-3151 or plant@xavier.edu. If additional audio/visual support is needed, groups should contract with an external vendor, at the expense of the sponsoring group.

Chalking

Chalking is not permitted on any surface around campus, please refer to the [Outdoor Posting Policy](#).

Clean-Up

Groups are expected to maintain the general cleanliness of the outdoor venues. Sponsoring groups are responsible for removing all decorations and placing all refuse in appropriate trash receptacles. Waste receptacles are available upon request from Physical Plant. Clean-up must begin immediately following the event and conclude within the reservation timeframe. If an event is deemed of sufficient size or scope, janitorial service may be required at the sponsoring group's expense. Groups failing to maintain the cleanliness of the space may be assessed a cleaning fee.

Damage

The sponsoring organization agrees to assume full responsibility for any loss, damage or cleaning beyond reasonable wear and use of the outdoor venues. Groups are responsible for all damage resulting from their use. Student Involvement reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the venues. The Office of Student Involvement does not assume responsibility for damage to or loss of any materials or equipment left in the venues.

Equipment Needs

Physical Plant assists with requests for tables, chairs, recycling/trash receptacles, and grills. To request equipment for an outdoor event, complete the [Event Set-Up Form](#) early in the planning process so that Physical Plant can help meet your needs. For questions about equipment-related needs, contact Physical Plant at (513) 745-3151 or plant@xavier.edu. 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 to rent these items at the expense of the sponsoring group.

Events

In accordance with the Student Handbook, events held in outdoor venues must abide by University policies. These include political activities, student-invited speakers, and demonstrations. Full text of these policies can be found at <https://www.xavier.edu/student-involvement/forms>

Fire and Open Flames

Events involving fire or open flames in the outdoor venues require additional approval and safety safeguards. Contact the Office of Student Involvement for consultation.

Food and Beverage

Xavier's Dining Services does not have an exclusive catering contract for the outdoor venues included in this policy. As such, sponsoring groups may provide their own food and beverage. However, if alcohol is served at the event, both food and beverages must be contracted through Xavier's Dining Services. This is in accordance with the [University's Alcohol and Other Drug Policy](#). Groups may contact Xavier's Dining Services for catering support at (513) 745-4874.

Fundraising

A fundraiser is any attempt by a recognized student organization or students engaged in a class project to raise money for its own purposes, to support a program or event, or to benefit a charity. Permission to conduct a fundraiser must be obtained from the Office of Student Involvement via completion of the fundraising section of the Event & Registration Form.

"Bake sale" fundraisers will only be permitted if the goods are pre-packaged and sealed from a kitchen or facility that holds a food safety inspection license or certification. Students are prohibited from preparing goods on campus or at home and then selling and distributing those items as part of a fundraiser. The Office of Student Involvement assumes no liability for food or beverages sold, exchanged or given out as part of a fundraiser. All patrons of a fundraiser purchase and consume products at their own risk.

Grilling

Grills and grill pads are available from Physical Plant by completing the [Event Set-Up Form](#). All groups using a grill must provide their own charcoal, lighter fluid, and matches. At no time shall a grill be left unattended. Grill pads are required.

Hours of Use

Xavier University will adhere to the local ordinances of Cincinnati and Norwood. As such, the normal outdoor reservation ending time will be 10 p.m. unless an exception is granted by the Office of Student Involvement, in consultation with Xavier Police. 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.

Notice and Complaints

Sponsoring organizations are expected to provide advance notice of large outdoor events to targeted community members in the neighborhoods surrounding these venues. During an event, complaints from the surrounding community may be conveyed to Xavier Police at (513) 745-2000. Based upon investigation of the complaint, Xavier Police will take necessary action to ensure that the event follows University policies and local ordinances. A copy of the police report will be forwarded to the Vice President for Student Affairs for follow-up.

Other Outdoor Venues

The following is a list of outdoor campus venues not covered by this policy. For information about those venues, contact the representative listed.

Venue	Approval Representative	Phone	E-Mail
Buenger Courtyard	Heather Bishop	x4217	burgessh1@xavier.edu
Cintas Center Sedler Plaza	Candice Elkin	x4874	elkinc@xavier.edu
Commons Courtyard	Menyada Anderson	x4998	Andersonm42@xavier.edu
Gallagher Student Center Awning, Concourse, Lower Level Patio	Gallagher Student Center	x3228	studentcenter@xavier.edu
Husman/Kuhlman Backyard	Rosie Marino	x3367	marinor3@xavier.edu
Intramural Fields/Courts	Bren Simmons	x3671	simmonsb6@xavier.edu
Village Courtyard	Menyada Anderson	x4998	Andersonm42@xavier.edu

Parking and Vehicle Access

Event parking will be coordinated by the event sponsor and Parking Services. Based upon anticipated attendance figures, parking may be available in student and staff lots. Priority parking will be given to employees and students who are attending classes. Due to sprinkler systems and the fragile nature of the lawns and brick pavers, vehicle access is rarely permitted. In those rare circumstances, Xavier Police and the Physical Plant Grounds Department will be consulted.

Posting/Fixed Exhibits

Sign, flags and other fixed exhibits, such as ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or other items may be displayed in the outdoor venues to advertise a campus program or event, recruit membership for a campus organization, support a student election campaign, or raise awareness about a cause or issue. The content and intent of the posting must abide by the terms and conditions of the Xavier University Student Handbook. For details about postings/fixed exhibits refer to the [Outdoor Posting Policy](#).

Projectiles

Events involving projectiles from the top of campus buildings or across outdoor venues require additional approval and safety safeguards. Contact the Office of Student Involvement for consultation.

Runs/Walks/5Ks

Events such as fun runs, walks, or 5Ks may take place in the venues administered by this policy. These events are subject to additional approval regarding event time, location, and routes. Details are included in the Event & Space Registration Form in EngageXU.

Safety and Security

Xavier Police may be required to provide security at outdoor events and at the expense of the sponsoring organization. The number of officers will be determined by Xavier Police based upon such variables as expected attendance, alcohol distribution, and venue. For assistance with event security, contact Xavier Police at (513) 745-2000.

Solicitation

Solicitors, salespersons, or canvassers seeking student contact may not use the outdoor venues for sales or solicitations. This includes the distribution of any materials, handbills, flyers or literature. Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in contacting Xavier Police.

Sponsorship

A student organization or University department wishing to sponsor a non-University group must submit a letter of sponsorship to Office of Student Involvement, signed by the president of the sponsoring organization or the department head. No reservation will be made until this process is completed.

The sponsoring organization assumes responsibility for the actions of the organization that they are sponsoring, including:

- **Financial responsibility:** The sponsoring University organization is liable for all expenses billed to the organization using University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Xavier facilities. The sponsor must provide a budget code for billing.

- Program content responsibility: Programs should be in line with the educational mission of Xavier University and should benefit Xavier students and the University community. External programs must not conflict with classes or services offered by Xavier University.
- Event planning and production responsibility: The sponsoring University organization must take an active role in planning the event with the sponsored organization. This includes assuring compliance with University policies.

Stakes

In order to minimize damage to the underground irrigation system, the use of stakes is not permitted in the venues administered by this policy. Temporary structures, such as tents and inflatables, should be held in place by sandbags and water barrels where possible. For more information and tips for securing these structures, contact Physical Plant at (513) 745-3151 or plant@xavier.edu early in the planning process so they can properly meet your needs.

Violations of Policy

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- Forfeiture of the use of the space for a stated period
- A fine levied against offices, organizations, faculty/staff, students, or outside groups that violate this policy
- Referral to other campus offices as deemed appropriate
- Alleged violations may be referred to the Dean of Students, Vice President for Student Affairs, and/or designee

Policy Review and Amendment

This policy is subject to annual review and amendment. When conditions warrant, a review committee may be called together to develop recommendations.