

University of Minnesota Outdoor Space Rules

Twin Cities Campus

1. General Rules (apply to all outdoor space events)

- A. Registered Student Groups and University Departments may not reserve space for other organizations to provide access to University property or for the purpose of lower rates. The organization or department who holds the reservation must be primarily responsible for planning, implementing, and financing the event.
- B. Space is available on a first come, first served basis, up to one year in advance, with the exception of contact tables (see contact table rules below).
- C. Terms of Reservation:
 - 1. Reservations may not exceed two days per reservation.
 - 2. Prior to the start of each semester, groups can make two event reservations for the upcoming semester.
 - 3. After the start of the semester, the group may make four additional event reservations for that semester, depending upon availability of the space. These additional reservations cannot be for the purpose of extending an existing reservation or an event beyond two days.
 - 4. Groups may not extend their Outdoor Space permit or use agreement beyond the allowed two days by having several groups make reservations for the same event on consecutive days.
 - 5. If space is still available five business days in advance of the event date, a reservation may be extended for an additional three days for no more than five days total per reservation.
 - 6. The University reserves the right to make an exception to reservation terms as it deems appropriate for University-sponsored events.
- D. Space must be reserved at least ten U of M business days in advance of the event.
 - 1. Events requiring University security or traffic management must be reserved twenty U of M business days prior to the event.
- E. Every effort must be made to provide all parties with enough lead time to properly prepare for each event
- F. Groups shall be responsible for the individual and collective conduct of persons attending the event.
- G. Groups must have adequate provision to cover expenses and are responsible to pay all costs directly to service providers.
- H. There will be no outdoor space rental charges for registered student groups or University departments (with the exception of Coffman Front and Riverbend Plazas); however, they are responsible for all direct costs.
- I. Outdoor events must not interfere with other university events, classes, programs, meetings, etc. The University of Minnesota maintains the right, in the event of interference, to require that the program be altered in time, place or manner.
- J. Use of outdoor loudspeakers and outdoor sound is not allowed on campus except from noon - 1 pm on weekdays, 5-9 pm on Fridays, and noon-9 pm on Saturdays and Sundays. (and only during that time with an approved outdoor space permit).
 - 1. In such instances, the sound level at 50 feet from the source shall not exceed 90 decibels.
 - 2. Sound measured off the property where the equipment is allowed under the permit shall never be more than fifteen (15) dB(A) above the ambient noise level.
 - 3. The University retains the right to control all volume levels if sound interferes with regular University business.
- K. After the event, groups are responsible for leaving the area clean and returned to its original condition. If the area is not returned to original condition, contracting group will be financially liable for clean-up costs.
- L. During winter months, groups are not permitted to decorate or deliberately discolor the snow. Groups must remove any discolored snow after their event, if the area is not returned to original condition, contracting group will be financially liable for clean-up costs.
- M. All outdoor events shall be concluded by 10:00 p.m.
- N. If the event includes food or beverage, a food permit may need to be completed and approved by Environmental Health, and Safety. To obtain a food permit contact the Department of Environmental, Health and Safety at 612-626-5935 or visit the following web-address: <http://www.sua.umn.edu/reservations/documents/foodpermit.pdf>.

University of Minnesota Outdoor Space Rules - continued Twin Cities Campus

- O. Sale, distribution, or promotion of beverages must be in compliance with the University beverage contract, available from University Dining Services Contract Administration at 612/624.9048.
- P. Groups must provide their own furnishings and equipment.
- Q. Groups should contact Facilities Management Landcare at 612-625-7361 to secure additional trash and recycling receptacles if any literature is to be distributed and/or food and beverages will be served.
- R. If grassy areas are to be used, green or tan carpeting or plywood must be put down to protect the grass. Carpeting or plywood may not be down for longer than a total of 24 hours.
- S. Chalking is allowed on horizontal surfaces only, excluding the steps. No chalking is allowed on vertical surfaces such as sides of buildings, bridges, steps, etc. University of Minnesota Chalking Policy is available from Student Unions & Activities at <http://www.sao.umn.edu/groups/handbook/policies.php>.
- T. Groups must comply with all applicable University contracts and policies, state and federal laws.
- U. The approved permit must be posted in a visible area at the event.
- V. In general, University departments and registered student groups are not required to have a use agreement or insurance for outdoor space reservations. However, depending on the nature of the event, insurance and a use agreement may be required by the University.

2. Contact tables must adhere to the following guidelines:

- A. Contact tables are defined as tables with information available for passersby.
- B. All literature distribution must be in compliance with the University of Minnesota Financial Policy 3.10.3-Distributing Publications and Installing Banners at the University http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/distributing_pubs.cfm.
- C. Location of tables and distribution of printed material must not obstruct normal traffic flow.
- D. Reserved tables must display the name of the organization and be staffed at all times by members of the organization that has reserved space. Use of the table is limited to the organization that holds the reservation. Organizations are not allowed to sponsor other organizations or share the table.
- E. The University will not enter into use agreements for the use of its property for events or programs by non-University entities whose primary purpose is for the sale, solicitation, or promotion of goods and services.
- F. Groups may make reservations for up to twelve days per semester, with no more than three days per week. Individual reservations shall be within a Monday-Friday week.
 - 1. Groups may not extend their Contact Table time beyond these specified limits by having several groups make reservations for the same event on consecutive days.
- G. Contact tables may be reserved 6 weeks prior to the 1st day of the upcoming semester, including the start of May and Summer semesters. Breaks/holidays are added to the end of the previous semester.
- H. The set-up of the table includes a maximum of one six-foot table and two chairs. Groups must provide their own table and chairs.
- I. Sound amplification is not permitted at outdoor contact tables.
- J. Electrical power will not be provided to the contact table.

3. Events and programs with displays must adhere to the following guidelines:

- A. Outdoor displays are allowed only in conjunction with an event or program.
- B. Displays must be self-supporting and are restricted to a height of eight feet and a width of four feet.
- C. Displays must be assembled and disassembled each day.
- D. Displays must be staffed at all times by the student group or University department sponsor.
- E. There is a two day maximum on displays or events.
- F. The same display cannot be sponsored by the same or different student groups or departments to extend the 2 day maximum.
- G. The size and construction of display must be reviewed and approved by a University Building Code Official. A sketch drawing of the display indicating the size and construction materials must be submitted to the Building Code office a minimum of 20 U of M business days in advance of the event.
- H. Nature of the display must be communicated at the time of reservation for safety, security, and University policy contract issues.

University of Minnesota Outdoor Space Rules - continued Twin Cities Campus

4. Events and programs with canopies and/or tents must adhere to the following guidelines:

- A. A canopy (the top of a tent without any sides) with an area in excess of 400 square feet must be approved by the University's Building Code Division.
- B. A tent (or temporary membrane structure) with sides or the potential for sides to drop down with an area in excess of 200 square feet must be approved by the University's Building Code Division.
- C. The floor surface inside the tents, canopies or membrane structures and the grounds outside and within a 30 feet perimeter shall be kept clear of combustible waste. Combustible waste includes hay, straw, shavings or similar combustible materials.
- D. Applications for canopies, tents and temporary membrane structures must be submitted to the Building Code office a minimum of 15 U or M business days in advance of the event.

5. Events and programs with overnight stays must adhere to the following guidelines:

Registered student groups are eligible to apply for a permit for overnight stays for one to five consecutive nights (10:00PM-7:00AM) per month if the following conditions are met:

- A. Overnight stays may occur only in designated areas on campus as determined by the Vice Provost for Student Affairs.
- B. Overnight stays are restricted to members of the registered student group.
- C. Tents or canopies may not obstruct pedestrian, University vehicle or emergency vehicle access. If camping on grassy areas the sponsoring registered student group is responsible for paying the cost to re-seed or re-sod the area if damage occurs.
- D. All costs related to overnight stays must be paid by the sponsoring registered student group, including any additional health and safety requirements that may occur as a result of the overnight stay as deemed necessary by the University of Minnesota.
- E. All sanitation needs are met including securing portable toilets.
 - 1. Code policy requires 1 portable toilet for 65 participants and one portable hand sink per 200 participants.
 - 2. Plan for trash collection, removal, recycling and other sanitation needs are provided and approved by Facilities Management.
 - 3. Once approved, an additional plan is needed for drop off, placement requirements and removal.
- F. Staging, tents, awnings or other structures are approved by Building Code Officials if tents are in excess of 200 square feet, and canopies in excess of 400 square feet. (<http://www.buildingcodedivision.umn.edu/>)
- G. Drinking water must be provided free of charge by the registered student group making the reservation.
- H. Police and security needs are reviewed and approved by the University of Minnesota Police Department.
- I. Parking and traffic management needs are reviewed and approved by Parking and Transportation Services.
- J. There are no sales or distribution of food to participants or general public without an approved food permit.
- K. There is no heating or cooking equipment inside, or within 20' of the structure unless approved by Building Code.
- L. No vendors are allowed.
- M. Electrical or generator needs must be planned and approved in advance.
- N. Use of sound systems comply with amplified sound policy, see section 1-K.
- O. The individual members of the registered student group requesting the overnight permit will be held responsible for seeing that participants' behavior and activities violate neither local, state, or federal law nor the University's Student Conduct Code.

6. Designated University Dates

- A. The University may, at its discretion, reserve University outdoor spaces exclusively for students. These dates will be set aside for designated users or activities. Other permits for use of outdoor space may not be issued on these dates in the areas reserved by the University. These dates will be designated annually in accordance with the Academic Calendar and include: Finals Week, Commencement, Summer Orientation, Welcome Week, and home football games.

General information can be found at outdoor.umn.edu or the following links:

Finals Week: See [Schedule](#)

Commencement: See [Schedule](#)

Summer Orientation: See [Schedule](#)

Welcome Week: See [Schedule](#)

Home Football Games: See [Schedule](#)

- B. Home Football Game Days: Requests for outdoor space on football home game days will follow the same permit process but requests for all spaces, including those connected with Housing & Residential Life, Recreational Sports, Parking and Transportation Services, and Intercollegiate Athletics, will be subject to review and approval by the Game Day Operations Committee.
- C. Finals Week, Commencement and Welcome Week: Reservations will generally not be permitted on Coffman Front Plaza, Coffman Riverbend Plaza or Northrop Plaza.
- D. Summer Orientation: Reservations must be reviewed and approved by Student Unions & Activities and the Office for Student Affairs.
- E. University Holidays: No outdoor reservations allowed which require any University services.

7. Violations

- A. Any violation of the Outdoor Space Rules and Procedures may result in the immediate suspension of the event and may prevent the organization from conducting similar activities in the future. In addition, intentional violation of these policies and procedures by students or student groups may also invoke additional sanctions as outlined in the Student Conduct Code

University of Minnesota Outdoor Space Procedures

University of Minnesota - Twin Cities Campus

How to reserve a space for your event:

A. Registered Student Groups

1. The application is submitted to Student Unions & Activities for review and processing (i.e. entering the outdoor space request into the reservation system and e-mailing the application to the appropriate University of Minnesota departments).
2. After processing, a copy of the reservation is attached to the application and a permit is issued by Student Unions & Activities.
3. Copies of the approved permit are given to the following: 1) Applicant, 2) Student Unions & Activities.

B. University Departments

1. The application is submitted to Student Unions & Activities for entering the outdoor space request into the reservation system.
2. After processing a copy of the reservation is attached to the application and sent to the Office of Facilities Management Land Care. Facilities Management Land Care sends the application to the appropriate University of Minnesota departments.
3. Upon approval, the Office of Facilities Management Land Care will issue a permit and send copies to the following: 1) Applicant, 2) Student Unions & Activities.

C. Non-University Groups

1. Non-University groups may make outdoor reservations for the Coffman Front Plaza or the Riverbend Plaza only if in conjunction with an indoor reservation/event at Coffman.
2. Requests by non-University groups for other outdoor spaces will be referred to the University's Real Estate Office.
3. A use agreement, issued by the Real Estate Office, and insurance is required for non-University groups making outdoor reservations.
4. Non-University groups will pay a \$600 non-refundable rental charge to the Real Estate Office, plus all direct costs to the appropriate service provider. The rental charge does not include insurance fees (insurance prices vary).
5. Upon approval, the Real Estate Office will issue a permit and send copies to the following:
1) Applicant, 2) Student Unions & Activities.

University of Minnesota Outdoor Space Application

Twin Cities Campus

NOTE: This application must be submitted a minimum of ten business days in advance of event, twenty business days if security or traffic management may be required or the event involves an outdoor display. Large outdoor events, including concerts, will require additional planning time. For large events, the application should be submitted a minimum of six weeks and preferably up to twelve weeks in advance of the event date. Applications should be submitted to Student Unions & Activities, 126 Coffman Memorial Union (Fax: 612/624.9124).

Name of Group/Department: _____ **Today's Date:** _____

Registered Student Group Number: _____

University Department or Program EFS Number: _____

Non-University organization

Contact Information (must list two contacts that will be present at and can be reached during the event):

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Title (or position in group): _____

Address: _____ Campus Delivery Code: _____

City _____ State _____ Zip Code: _____

Phone Number Day: _____ Evening: _____

E-mail address: _____ Fax: _____

Title of Event: _____

Date of Event: _____ Time of Event: _____ to _____

No. of Participants: _____ Participant Description (Students, Staff, etc.) _____

Requested Event Location:

_____ Carlson School Courtyard

_____ Northrop Plaza

_____ Coffman Front Plaza

_____ St. Paul Mall

_____ Coffman Riverbend Plaza

_____ Washington Avenue Bridge

_____ Gateway Plaza

_____ West Bank Plaza

_____ Lind Hall Courtyard

_____ Other (*special approval required*)

Requested Outdoor Contact Table Location

(For indoor contact tables, see: <http://www.sua.umn.edu/reservations>)

_____ Coffman Front Plaza

_____ Washington Avenue Bridge

_____ Coffman Riverbend Plaza

_____ Other (*special approval required*)

University of Minnesota Outdoor Space Application - continued Twin Cities Campus

Special notes – will the Event Include and/or require:

- Sales/Fundraising (*special permit required*)
 - Sound/Amplification (please review campus sound policy – section 1-K)
 - Special set-up (*groups must provide and pay for their own furniture/equipment*)
 - Other (Please Specify)
-
-

Please check if your event will require any of these services: We (the University) do not provide these services. Groups must provide or rent their own furniture/equipment, including generators, and pay for all services directly to service provider.

- | | |
|--|--|
| <input type="checkbox"/> Electricity or Generator | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Food (<i>special permit required</i>) | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Tents or Awnings (<i>may require fire extinguisher</i>) |
| <input type="checkbox"/> Parking or Traffic Management* | <input type="checkbox"/> Trash and Recycling Receptacles |
| <input type="checkbox"/> Police* | <input type="checkbox"/> Vehicles and/or Trailers |

Event Description (Please be as specific as possible and attach a separate page if necessary):

Using the outlines available at www.outdoor.umn.edu, please draw a diagram of the layout of the event, including locations of stage, lighting, trash can, audience, sound board/amplifiers, etc.

A diagram must be included in the submitted application in order for the application to be reviewed and a permit to be approved.

* These issues require advance notice of twenty U of M business days.

University of Minnesota Outdoor Space Application - continued Twin Cities Campus

I have read and agree to abide by the Outdoor Space Policies and Procedures. I also understand that my Group/Department will be responsible for any costs related to this event, including the cost of repairing any damage to the site, resulting from our event. I further understand that any violation of the Outdoor Space Policies and Procedures may result in the immediate suspension of the event and may prevent my organization from conducting similar activities in the future.

Applicant Signature _____ **Date** _____

Space is reserved by Student Unions & Activities, however the event is not approved until the appropriate U of M departments review it and a final permit has been issued. This permit must be on display or available upon request at the event. Failure to gain approval by the applicant may cause the event to be suspended.

In order for your application to be reviewed, you must attach the following:

- Review sheet (next page)
- Applicable Permits (Food, Fundraising, etc.)
- Diagram of the space as it will be set up for your event. Please use the diagrams available at <http://www.outdoor.umn.edu/spaces.php>.

A complete application must be received ten business days in advance of event date, twenty business days if security or traffic management is required or the event involves an outdoor display. For large events, including concerts, the application must be submitted a minimum of six weeks and preferably up to twelve weeks in advance of the event date. Once your application has been reviewed and approved, you will receive an Outdoor Space Permit. **You must display the Outdoor Space Permit at your event.**

University of Minnesota Outdoor Space Review Page
Twin Cities Campus

For Internal Use Only

Action by Student Unions & Activities

Space tentatively reserved with confirmation number: _____

Event Coordinator or designee

Signature of Reviewer/Processor _____ Date _____

Insurance required _____ Yes _____ No

Use Agreement Required _____ Yes _____ No

Notification sent to:

- | | | |
|--|--------------------------|--------------|
| <input type="checkbox"/> Facilities Management Land Care | Contact: Doug Lauer | 612-626-9375 |
| <input type="checkbox"/> University Police | Contact: Sgt. Kris Tyra | 612-624-3550 |
| <input type="checkbox"/> Environmental Health/Safety | Contact: Mark Rossi | 612-625-6152 |
| <input type="checkbox"/> Parking and Transportation Services | Contact: Victoria Nelson | 612-626.7275 |
| <input type="checkbox"/> University Building Code Division | Contact: Chris Wilbur | 612-626.9458 |
| <input type="checkbox"/> University Relations | Contact: Peg Wolff | 612-624-6504 |
| <input type="checkbox"/> Other Contact: _____ | | |
| <input type="checkbox"/> Other Contact: _____ | | |

Notes on Review Process: