



# Outdoor Events at UVU

**Reserving campus fields, parking lots, plazas, and other outdoor spaces must be coordinated through the Event Services Office. These spaces are available on a first-come-first serve to anyone wishing to schedule them according to the Freedom of Speech Policy 161.**

Outdoor event space can be requested for the following school year by the dates listed.

Semester	Date
<b>Fall (Aug-Dec)</b>	July 1, (same Year)
<b>Spring (Jan-Apr)</b>	July 1, (prior year)
<b>Summer (May-Jul)</b>	March 1, (same year)

Please review all information below for an outdoor event ending after 10:30pm

All outdoor events ending after 10:30 p.m. on the Orem campus should be held in schedulable campus spaces west of the Sorensen Student Center Courtyard and south of the Wolverine Services building and will not be permitted in campus facilities adjacent to local neighborhoods (for example, McKay Education Fields, Parking Lot M21, Alumni House, etc.). In addition, the hosting party will be responsible for any clean-up of the facility beyond standard use.

For more information on events ending after 10:30 p.m., refer the the back of this handout

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The following essential steps should be completed **four weeks prior** to hosting a scheduled, on campus, outdoor event anticipated to end after 10:30 p.m. All events held after 10:30 p.m. must be approved by President's Council. The Dean of Students will gather a list of potential outdoor events held after 10:30 p.m. from throughout campus and present the events to President's Council every July. The Dean of Students will notify the person responsible for planning the event about the approval status. Once President's Council has approved the events the following steps must be followed:

1. Coordinate with UVU Police to determine the number of officers, additional security, EMS, bathrooms, etc., that will be required. (If the venue does not provide adequate services, the event host shall be responsible for additional services, including any financial expenses that they incur.)
2. Notify Orem City Police of the event.
3. Contact the Director of Community Relations to coordinate notification efforts to neighboring communities. Page 2 of 3 President's Council Guidelines & Protocols
4. For events with an age restriction of 18 years or older, attendees will be required to show photo ID for admission. The age restriction and need for ID should be clearly communicated in the weeks prior to and at the time of the event through sufficient publicity.
5. Contact the grounds and facilities departments to allow for necessary watering, lawn care, electricity, etc. Any damages to the venue will be the financial responsibility of the event host.
6. Notify Parking Services of the event and location.
7. As applicable, notify the campus community of the event through UVU Announce and the Campus Events Committee.
8. When sound (for example: music, emcee, speakers, etc.) is being used at the event, the sound should generally be projected west towards I-15 to prevent noise from carrying into neighboring communities.