

McDONOUGH FIELD POLICIES

It is the responsibility of the requesting group to actively enforce the policies listed below:

Alcohol

Alcohol is PROHIBITED except for events registered and approved through the Office of Student Leadership and Service. It is your responsibility to comply with all the Emory University alcohol policies and security requirements which are outlined in the Eagle Source.

Animals

Pets and other animals are not permitted on the field.

Athletic Events

During Track and Field meets, McDonough field will be closed to all other use. The dimension of the field does not allow for softball or baseball games to be played safely. Therefore, softball and baseball games are prohibited.

Attendance

Maximum capacity of the field is 3,000. Events with 250 or more guests must contact the Director of Fire Safety to ensure all Fire Codes and Life Safety Codes are followed. Only Emory students, staff, and faculty can attend events on McDonough field. Most events will allow for one guest per ID.

Availability

You must request the use of the field no less than 2 weeks prior to your event. Some events may require more planning, so plan accordingly. Request a scheduling appointment with the manager of Meeting Services, 404 727-5355, and plan to have the details of your event ready at that time. Make sure to bring your SmartKey, details of the event, food information, timeline, alternative location, contact information for your advisor, etc. Meeting Services reserves the right to deny a request based on short-notice, field conditions, appropriateness of the program, etc.

Planners must comply with event guidelines as outlined in the Eagle Source including completion of the Artist, Speaker, Performer Alert Form and contract protocol.

<http://www.osls.emory.edu/eaglesource.php>

Cancellations

Events should be cancelled in writing to Meeting Services no less than two weeks prior to the event. A \$50 late-cancellation fee will be charged with less notice for events of 50 or fewer participants. For larger events, the late-cancellation fee is \$100.

If an event is cancelled by Meeting Services due to the field condition or other extenuating circumstance, no late-cancellation fee will be charged. Meeting Services is not responsible for any lost fees, deposits, etc, paid to any outside vendor or organization, or to another Emory department as a result of a cancellation.

Care of the field

Balloons, paint, shaving cream, hay, fake snow, streamers, glass or other materials may NOT be used on or near the field without written permission of Meeting Services. If you are planning any decorations, you must get approval from Meeting Services 2 weeks prior to your event.

The removal of any decorations is the responsibility of the group, and costs associated with the removal of any remaining items may be charged to the group by Campus Services.

Damages

Any damage or loss to McDonough Field or its surroundings will be billed to your account. This includes, but is not limited to the field, stage, fence, gates, padlocks, irrigation system, etc. McDonough Field is an open recreational field, and recreational activities must not be hindered due to untimely clean up of items left from your event. Clean up charges may be assessed.

Deliveries

Deliveries made to the field must be arranged through Meeting Services to ensure that conflicts with other events will not arise. A copy of all agreements made with outside vendors must be issued to Meeting Services.

Electricity

If you need access to electricity, please contact Meeting Services in advance of your event. You should be able to access the four outlets on the back left of the stage. You can plug in two machines (i.e., pop corn, cotton candy) at the base of each light pole, but no more than two.

Field Access

Entrance points must be checked to make sure guests in wheelchairs have access to and around the field. If special accommodations are needed due to a disability or chronic medical condition, contact the Disability Services Office @ 404 727-6016 voice or 404 712-2049 TDD.

Field Conditions

Events may be cancelled due to the condition of the field. Twenty-four hours prior to an event, Grounds personnel and Meeting Services management will inspect the field to determine its condition. If the condition of the field presents a safety concern or a maintenance concern, the event may be cancelled. At that time, the event coordinator will have the option to reschedule the event or move it to an alternative location. Because this is an outdoor venue, an alternative plan should be part of the original planning process.

Food

The food policies put forth by Foodservice Administration must be met when food is part of any event at McDonough. This includes the use of approved food providers and compliance with safe food handling guidelines. Only Sodexo and approved food providers can sell food on campus. No meat with bones can be served. Drinks should be served in recyclable cups or bottles. No glass or pop-top cans of any kind are allowed. Your plan for food must be presented to Meeting Services for approval 2 weeks prior to your event.

Fundraisers

The field cannot be reserved for any fundraisers unless the money raised goes directly to the charitable organization. The event planner must provide the name and address for the charity and how the money will be used.

Gate Access

You must make a request through Meeting Services to have the gates opened for your event. This request must be made prior to your event and must be part of your overall event plan.

Lining the Field

You may NOT line the field yourself. Lining requests will be approved on a case-by-case basis, and you must request these services within two weeks of your event. Fees may apply.

Rental Fees

Emory student organizations can use McDonough Field without paying a fee. Off-campus organizations will be charged a rental fee based on the type and size of the event, and will be required to provide a certificate of insurance. Charges are determined by Meeting Services.

If Meeting Services determines that a manager is required, events with 50 or more participants will be charged a fee of \$25/hour.

Reservations

Reservations for events with 50 or more participants and which include food, music and deliveries, must be made no less than 2 weeks in advance. Events with 50 or fewer attendees without food, music and deliveries should be made no less than 1 week in advance. No event should be advertised until the event is confirmed by Meeting Services.

Incomplete request forms will not be processed. A scheduling meeting will be required for all requests.

Restroom Access

Restroom access in the WPEC is limited to those with valid EmoryCards and only during operating hours. The WPEC, including restrooms, is cleared 15 minutes before posted closing. If your event will extend beyond WPEC operating hours, you may need to rent portapotties to be placed along the walkway outside of the field. You can arrange this through Campus Services.

Sound Equipment and Ordinances

Prior approval must be given for all amplified sound. This includes public address systems, bands, etc. Amplified sound will NOT be allowed during varsity tennis matches, track meets, soccer games, reading days or finals. This includes sound checks. Any sound equipment that will be set on the grass must be on a solid surface such as plywood. The organizing group is responsible for ensuring that song lyrics or any amplified sound does not include profane, lewd, or suggestive lyrics. Events with sound must end as shown:

Friday/Saturday	11 pm
Sunday through Thursday	10 pm

Please be mindful that noise on McDonough field affects the adjacent residence halls. Keep amplified sound to a minimum. No sound checks, announcements or other uses of sound are allowed prior to 8 am any day of the week.

Stage

The use of the stage for any purpose must be approved by Meeting Services. The use of the stage with any desire to hang from the roof or use high voltage electricity will require additional approval by the SPC Advisor in the Office of Student Leadership & Service. When requesting the stage, make sure to discuss what if anything will be hung from the stage overhang. The stage load limit guidelines, available from Meeting Services, must be strictly followed. There may be charges associated with the labor necessary to hang items. You must contact the Director of Fire Safety to ensure the stage meets all Fire Codes and Life Safety Codes.

Delivery and installation of equipment must be arranged through Meeting Services. A copy of all agreements made with outside vendors must be issued to Meeting Services.

Tables, Chairs, Tents and Other Equipment

You must contact Campus Services for assistance with electrical needs, table/chair delivery, tents, trash cans, crowd barriers, etc. Tents larger than 201 square feet require a permit from DeKalb County which you must arrange through Emory Fire Safety, 404 727-7378. Tents must be secured by sand bags or water barrels---stakes are prohibited. Delivery fees may be assigned, so have your SmartKey ready. Deliveries of Campus supplied items and arrival of vendors/performers must be scheduled through Meeting Services so that deliveries will not conflict with scheduled activities on the field.

Neither the Woodruff PE Center staff nor the staff of Meeting Services is responsible for items delivered for your event. Items left on the field that are not removed immediately after your event are your responsibility.

Ticketed Events

Events that require tickets will be charged a \$100 fee for the use of the field.

Trash

The appropriate removal of trash is the responsibility of the event coordinator. The event coordinator should consider how to manage the trash created by the food and/or decorations and should consult with Campus Services personnel on the best way to deal with the type of trash created by the event. You must present your trash removal plan to Meeting Services 2 weeks prior to your event.

All trash, litter, decorations, banners, including string on the fence, etc. should be removed promptly or they will be removed and a charge will be assessed. Arrangements for the removal of trash and ordering of trash containers MUST be made by contacting Campus Services at (404) 727-7463 at least 2 weeks prior to the event. A fee for trash not removed from the field will be assessed to the group.

Vehicles on the Field

Vehicles are prohibited from driving on the field due to the irrigation system. Vehicles must stay on the asphalt road outside the field gates.

Weather

Extreme weather that is deemed dangerous may prevent the event from happening. Meeting Services and the event coordinator will meet 24 hours in advance of the event to review the weather report and to determine the best option. At that time, the event coordinator will have the option to reschedule the event or move it to an alternative location. Because this is an outdoor venue, an alternative plan should be part of the planning process. You must have a rain plan in place.

Updated August 2011

MCDONOUGH FIELD RESERVATIONS

The primary function of McDonough Field is providing outdoor athletic space for the Department of Physical Education in Emory College and the Department of Athletics & Recreation in the Division of Campus Life. All other events and activities on the field are secondary.

Today's Date _____

Event Title _____

Nature of the Event _____

Organization _____ SmartKey _____

Individual in Charge _____ Cell # _____

Email Address _____

Advisor _____ Dept _____

Advisor will attend the event: YES NO

Date of the event _____ Estimated Attendance _____

Set up time _____

Event start time _____

Event end time _____

Event clean up _____

Rain Plan

Details:

Food: No _____ Yes _____ Describe _____

Music: No _____ Yes _____ Describe _____

Stage: No _____ Yes _____ Describe _____

Electrical: No _____ Yes _____ Describe _____

Hanging: No _____ Yes _____ Describe _____

Equipment: No _____ Yes _____ Describe _____

PortaPotties: No _____ Yes _____ Describe _____

Tent/s: No _____ Yes _____ Describe _____

Contracts: No _____ Yes _____ Signed By _____

Electrical: NO _____ Yes _____ Describe _____

Other: _____

Approvals:

Meeting Services _____

Advisor _____

SPC Advisor* _____

**Only required if stage roof or high-voltage electricity is desired.*

Contacts:

Campus Services 404 727-7463

Delivered Item _____ Delivery date/time _____

Fire Safety 404 727-7378

Inspection of _____ Scheduled for _____

Campus Security 404 727-8005

Is security being provided? _____ Describe _____

Grounds Management 404 727-0230

Grounds has the right to cancel your event with 24 hours due to weather or field conditions. Meeting Services is the scheduling office for McDonough, but is not responsible for the event management. Your signature acknowledges that you understand the McDonough use policies and agree to abide by, and enforce the provisions outlined.

Meeting Services Manager

Responsible Party

Date

Cell Phone

Policies were received and read/Date

