

QUAD POLICIES

Since 1916 the Quadrangle has functioned as the symbolic heart of Emory University's academic life, the site of rich ceremonial traditions like Commencement and presidential inaugurations, and the place where the campus community gathers to mourn after events like 9/11 and Hurricane Katrina. It is in many respects a "sacred grove of academe": classes gather on the lawn for discourse on beautiful fall days, and alumni/ae hallow it in memory. For all these reasons events held on the Quadrangle typically serve the purposes of tradition-building, education, and community dialogue rather than social festivity.

With rare exception Quadrangle events are open to anyone in the University community; therefore, functions that restrict participation through use of guest lists, admission fees, or affiliation with a particular school, department, or organization are generally not permitted. The following policy is intended to preserve the integrity and identity of this unique space through specific guidelines.

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

Alcohol

Alcohol is PROHIBITED on the Quad with rare exception.

Animals

Pets and other animals are not permitted on the Quad.

Availability

You must request the use of the Quad 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, ground conditions, appropriateness of the program, prior scheduling, 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 ground 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 grounds

Balloons, paint, shaving cream, hay, fake snow, streamers, glass or other materials may NOT be used on or near the Quad 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 the Quad or its surroundings will be billed to your account. This includes, but is not limited to the grounds, sidewalks, chain guards, irrigation system, etc. The Quad is an open space and other 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 Quad 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.

Extension cords must be carefully located to ensure safety of all guests and that guests in wheelchairs have access to and around the sidewalks. 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.

Food

The food policies put forth by Foodservice Administration must be met when food is part of any event at the Quad. 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 Quad 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.

Grounds Conditions

Events may be cancelled due to the condition of the grounds. Twenty-four hours prior to an event, Grounds personnel and Meeting Services management will inspect the grounds to determine its condition. If the condition 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.

Rental Fees

Emory student organizations and departments can use the Quad without paying a rental fee. 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 buildings near the Quad is limited to those with valid EmoryCards and only during operating hours.

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 class hours or final exams. 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 may not begin before 5 pm and must end as shown:

Friday/Saturday	11 pm
Sunday through Thursday	10 pm

Stage

The use of the stage for any purpose must be approved by Meeting Services. 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.

Meeting Services is not responsible for items delivered for your event. Items left on the Quad that are not removed immediately after your event are your responsibility.

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, 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 Quad

Vehicles are prohibited from driving on the Quad without the permission of Grounds and Meeting Services.

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.

QUAD RESERVATIONS

NOTE: In the event of an extraordinary function (University emergency or official University proceeding such as an inauguration, memorial service, etc.), user may be pre-empted from use of the Quad. Event may be rescheduled through Meeting Services as feasible or appropriate.

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 _____
Tent/s: No _____ Yes _____ Describe _____

Contracts: No _____ Yes _____ Signed By _____

Electrical: NO _____ Yes _____ Describe _____

Other: _____

Approvals:

Meeting Services _____

Advisor _____

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 within 24 hours due to weather or conditions.

Meeting Services is the scheduling office for the Quad, but is not responsible for the event management. Your signature acknowledges that you understand the Quad 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