CAMPUS EVENT POLICIES

1. Motorized vehicles must remain on paved drives. No motorized vehicles are allowed on the turf areas.

2. You must submit a maintenance request for the area of the event to have irrigation and electrical locates done before tents or anything is staked into the ground. Please include in your request the date of installation of the equipment so we can finish the locates beforehand.

3. No digging of any type is allowed.

4. Open fires for cooking are not allowed, only self-contained charcoal, gas, or electric devices may be used for cooking food.

5. The following services are available from the Physical Plant on a chargeable basis. A “Request for Service” with the appropriate account number must be submitted at least 10 working days in advance of the scheduled event to arrange for these services:
   a. Electrical power – Physical Plant needs to know what each device is that will need power. If electrical service is provided by the Physical Plant, a Physical Plant Electrician is required to be present during the activity or event. If the event is held during non-working hours (evenings, weekends, or holidays) the user will be charged overtime hourly wage rates (time and one-half) for the Electrician.
   b. Water – Physical Plant needs to know what you will need water for and where it will be located in the space you have reserved.
   c. Setup Stage. We have 24 sections that are 4’ x 8’ and are 36” tall. Please state in the request how you want it setup, how big you need it, and where exactly you want it setup in the area you have reserved.
   d. Setup Tables & Chairs (Physical Plant only has a limited amount).
   e. Special Services/Custodial Services – Hourly labor rates are charged to the user for these services during normal working hours. If any of these services are required during evening, weekend, or holiday hours, the user will be charged overtime hourly wage rates (time and one-half) for the Special Services employee(s).
   f. Trash Cans.
6. The following services are available from the Physical Plant at no charge:
   a. Need sprinklers off during event. Please submit a “Maintenance Request” online before the day of the event and include the time and duration of the event and where on the reserved area exactly will you need the sprinklers off.
   b. Tables & Chairs you will pickup (Physical Plant only has a limited amount) – Call the Physical Plant at 918-631-2245 and speak with Shipping & Receiving to reserve them ahead of time.

7. The Physical Plant does not provide:
   a. Tents (Call ABCO Rents).
   b. Large Amounts of Tables & Chairs (Call ABCO Rents).
   c. Cookers.

8. Users of the reserved areas are responsible for any and all damages and may be assessed for the following:
   a. Damages to underground utility and/or irrigation systems.
   b. Damages to turf, trees, or shrubs.
   c. Clean up of trash or debris left after event is over.

9. All trash and debris must be cleaned up by the user(s) within 12 hours of the conclusion of event unless arrangements have been made with the Physical Plant to provide clean-up services. Anything not cleaned up within this 12 hour period will automatically be cleaned up by the Physical Plant and the user(s) will be assessed for all charges. Excessive amounts of trash or debris will result in additional charges being assessed by the Physical Plant.

10. All policies for the use of alcohol established by the University must be followed. A copy of these policies is available from the office of Student Affairs.

11. The sponsoring organization agrees to abide by all policies and will assume responsibility for any and all charges that may occur as a direct or indirect result of the activity or event.

NOTE: Users may contact the Physical Plant work control at 631-2287 or you can email us at phpl_work@utulsa.edu for information regarding current chargeable wage rates.