

Roy H. Cullen Academic Mall
(Hereafter referred to as the Academic Mall)

Facility Usage Policy
Date Effective: July 1, 2009

To schedule activities on the Academic Mall complete an online *Calendar Event & Facility Use Request* form by going to
(<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>).

A diagram must also be provided showing the set up for the event. Use of the Academic Mall is restricted. Please read carefully the scheduling priorities and regulations for use.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to
www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Scheduling Priorities

Priorities for use are as follows:

General access for Southwestern students, faculty, and staff must be maintained on the Academic Mall. (Certain areas may be restricted during University Events.) Campus police do have the right to ask persons to leave if necessary.

Campus groups holding events on the Academic Mall are encouraged to include the entire campus community.

Requests by groups unrelated to Southwestern University will be considered on an exceptional basis only during the summer. The event cannot prohibit access to Southwestern students, faculty, and staff to the Academic Mall area.

The University reserves the right to make judgments concerning usage and cancel events that are deemed dangerous and/or are not in compliance with University regulations.

Regulations for Use

1. Requests to use the Academic Mall must be approved by the Associate Dean for Student Life for student events or by the Director of University Events for all other events.
2. Events on the Academic Mall must be held between the hours of 8:00 am and 11:00 p.m.
3. Events involving the amplification of sound must have set-up approval from the Associate Dean for Student Life for student events or from the Director of University Events for all other events. Events involving amplified sound may not be scheduled when the sound will conflict with events in surrounding buildings.
4. A list of electrical equipment and requirements (volts, amps, etc) must be submitted to the Director of University Events or the Associate Dean for Student Life for approval by Physical Plant staff.

5. Tents, stages or other structures cannot be set-up on the Academic Mall without approval. Locations of such structures should be determined based on access to electricity (if needed), sound projection, safety and with consideration of the landscape. All tents must be frame tents with barrels at the base. No stakes can be used to erect or secure structures.
6. Any structure or material covering the grass must be up for a limited period of time to avoid damaging the grass. Time limit will be set based on time of year.
7. Set-ups for an event on the Academic Mall cannot block access to buildings on the perimeter of the Academic Mall nor block sidewalks that are fire lanes.
8. If an approved event's activities include chalking of the sidewalks, the policy as stated in the Student Handbook must be followed. ONLY sidewalks may be chalked; there will be no chalking on buildings, stairs, the seal, etc.
9. Vehicles of any type are not allowed to park on the grassy areas of the Academic Mall for an extended period of time. Delivery vehicles may use the sidewalks to get as close to their destination as possible. If it is necessary to drive a vehicle onto the grassy area to unload, staff from the Grounds Department of Physical Plant must be present to direct driver and avoid sprinkler system. (Weather conditions may prohibit access.)
10. The consumption, possession, or distribution of controlled substances (other than alcohol) is not permitted on the Academic Mall.
11. The consumption, possession, or distribution of alcoholic beverages is not permitted without the written permission of the Associate Vice President and Dean of Students for student events or from the Vice President of Institutional Advancement or President for all other events.
12. Climbing trees is prohibited.
13. Fountains are not to be tampered with. Nothing (including people) is allowed in the fountains.
14. Catering services for student events must be approved by the Associate Vice President and Dean of Students; catering services for all other events must be approved by the Director of University Events.
15. The possession of firearms, fireworks, ammunition, explosives, or general weapons is prohibited. This includes BB and pellet guns, martial art weapons, bows and arrows, and paintball and laser tag guns. Realistic toy guns and gun replicas are similarly prohibited. Water guns used for special activities must be brightly colored, and their use must be approved by the Chief of University Police.
16. Users are responsible for clean-up immediately following the event. All decorations and debris should be removed from the area immediately. Rentals should be picked up as soon as possible (preferably the same day or the next morning).
17. Users will be held financially responsible for the repair of damages resulting from improper use that may occur while using the Academic Mall.

Indemnification/Insurance

External constituents wishing to rent the Academic Mall must contact University Events (863-1480) and purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons utilize its facilities.

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs or for student events, the Associate Vice President and Dean of Students.