

## **William Carrington Finch Chapel Plaza (Hereafter referred to as the Chapel Plaza)**

### **Facility Usage Policy Date Effective: July 1, 2009**

To schedule activities on the Chapel Plaza, complete an online *Calendar Event & Facility Use Request* form by going to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>). A diagram must be provided showing the set up for the event. Use of the Chapel Plaza 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](http://www.southwestern.edu/sucalendar/main.php?view=documentation) to get details.

#### **Scheduling Priorities**

*Priorities for use are as follows:*

Southwestern students, faculty, and staff have priority on a first-come, first served basis to reserve the Chapel Plaza.

Requests by groups unrelated to Southwestern University will be considered on an exceptional basis only.

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

#### **Regulations for Use**

1. Groups may not conduct events on the Chapel Plaza while services in the Lois Perkins Chapel are being held.
2. Requests to use the Chapel Plaza must be approved by the University Chaplain.
3. Events on the Chapel Plaza must be held between the hours of 8:00 am and 11:00 p.m.
4. 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.
5. Tents or other structures cannot be set up on the Finch Plaza without approval. All tents must be frame tents with barrels at the base. No stakes can be used to erect or secure structures.
6. Chalking is not allowed on the Chapel Plaza.
7. Vehicles should be parked only in the designated parking area. Additional parking on the plaza must be coordinated with the Campus Police.
8. The consumption, possession, or distribution of controlled substances (including alcohol) is not permitted on the Chapel Plaza.
9. Climbing trees is prohibited.

10. 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.
11. 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.
12. 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).
13. Users will be held financially responsible for the repair of damages resulting from improper use that may occur while using the Finch Plaza.

### **Indemnification/Insurance**

External constituents wishing to rent this facility 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 and for student events, the Associate Vice President and Dean of Students.