



Use of Grounds Guidelines

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The purpose of this document is to ensure that University exterior space is used efficiently and responsibly, and in ways consistent with the priorities of the University. The grounds of Ferris State University are intended primarily to support the institutional needs of students, faculty and staff. After meeting the space needs of these user groups, space may be rented to other individuals and groups at the discretion of University officials.

All registered student organizations (RSO), departments and individuals using designated outdoor spaces on the campus must not violate University policies, Federal, State or Local laws. This includes, but is not limited to:

- Disrupting University business; Academic, Student Life or Operations;
- Committing any act likely to create a health or safety hazard;
- Engaging in destruction of University or personal property or in the physical harm to others;
- Stopping or deterring any person against their will;
- Interfering or impeding the institution's scheduled classes, events, ceremonies, or normal and essential operations;
- Interfering or blocking the flow of vehicular or pedestrian traffic, or the entrance or exit of any building.
- Use of alcohol or other drugs
- Unwelcomed actions or language that may be discriminatory, harassing, or harmful to an individual.

General Rules for All Grounds Users

- User must comply with appropriate submission deadlines and must have a copy of the approved form in their possession during activity.
- Grounds and Emergency vehicles are the only vehicles that can drive or park on University sidewalks or lawn without prior University approval.
- Existing landscape and/or structures cannot be moved or altered.
- Set-ups are not to block pedestrian traffic.
- Damage is to be reported to Public Safety immediately.
- All trash generated must be removed and properly disposed of promptly.
- Yard signs (no larger than 2x2.5 foot) can be placed in mulch covered areas two weeks before event and must be removed within two business days after event. Yard signs with general information can be up for two weeks.
- All signage and equipment used at the event must be removed immediately at completion of event (or placed back to the place it was delivered if using pre-approved University equipment).

- Heavy objects cannot be placed or rolled over the seal in the center of the North Campus Quad
- All fires must be pre-approved and must be in portable, self-contained containers and be placed on a cement surface (not to be placed on the seal in the center of the North Campus Quad).
- Users can provide their own portable pop-up tent (no staking). Tents can be rented through the Grounds Department on a pre-pay basis.
- Use of any parking lot for things other than normal vehicle parking with permit must be pre-approved by Public Safety.
- Reservations can be requested up to one year in advance.
- Each Quad will be limited to four simultaneous events/activities which is contingent on the size of the events/activities taking place.
- Reservations will be granted using the following criteria: Date and time of request w/preference given to on-campus entities (University Departments and Registered Student Organizations)
- Grounds users should contact the University Advancement Office, Director of Marketing, at (231) 591-2333 prior to recording an event for radio broadcasting, or filming, broadcasting, or photographing any scenes in which identifiable University properties appear.
- Sound systems can only be used between 8 am and 8 pm. Speakers must point towards the center of the Quad – not towards any building.

Rules for Registered Student Organizations (RSOs):

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.
- RSO Event Form must be submitted no later than one week prior to the event. When equipment work orders are needed (see table and chair requests below), physical plant requires three weeks' notice to accommodate this request.
- Campus Advisor must approve the Event Form if there is risk involved.
- Will be allowed to use the grounds outside of "regular" University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) with Campus Advisor, or his/her designee who is also a University employee, having responsibility for the event. High Risk events that require a participant waiver will require an advisor or designee to be present at all times.
- Will not be charged for using the grounds but may be charged for damages to the grounds and/or for University equipment used.
- May request tables and chairs through University but must reimburse the University for any damaged or missing equipment. The Center for Leadership, Activities, and Career Services (CLACS) will create work orders for University equipment provided the Event Form is submitted at least three weeks in advance.
- Any and all at-risk for injury programs must have a safety plan that is approved by CLACS and the Risk Management office. For high risk events, an approved participant liability waiver will be required along with a University employee/Advisor in attendance at the event. Original
- copies of signed participant waivers must be turned in to CLACS (UCB 121) within one week of the close of event. CLACS staff will assist RSO's with completing the required paperwork.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required, as well as, the RSO Advisor. At no time shall a minor be left in the care of an RSO member. If the minor is participating in a high risk event, a minor waiver is required and signed by a legal guardian.

Rules for University Departments:

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.

- Bulldog Connect Event Form must be submitted no later than one week prior to the event
- Will not be charged for using the grounds.
- Tables and chairs must be ordered at least three weeks in advance by the requesting department.
- May use the grounds outside of “regular” University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) provided a designated University employee is there.
- The department is responsible for all risk management of the event and are recommended to seek assistance from the Ferris State University Risk Management Department.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required unless otherwise pre-approved by the Risk Management Department.

Rules for Non-University Groups and Individuals – Non-Profit

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.
- Request for Use of Grounds form must be submitted no later than one week prior to the event
- Will not be charged for using the grounds.
- May not use University Equipment unless special arrangements are made at least three weeks in advance.
- May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
- Events that may be considered at risk for injury will not be allowed.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required.

Rules for Non-University Groups – Profit

- Must follow all General Rules.
- Request for Use of Grounds form must be submitted no later than one week prior to the event
- Will be charged \$250.00 per day. Must be pre-paid.
- May not use University Equipment unless special arrangements are made at least three weeks in advance.
- May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
- Events that may be considered at risk for injury will not be allowed.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required.

Areas of Grounds available for request

North Campus Quad – Green space between University Center and FLITE library.

South Quad – Green space south of The Rock dining facility

Special area requests will be considered on a case by case basis

**Athletic/Intramural fields are reserved through Athletics or University Recreation

Other University Departments Involved in Grounds Requests

All approved grounds reservations are forwarded to the Department of Public Safety

All RSO requests that may provide an injury risk are forwarded and approved by the Risk Management Department

All requests that may damage grounds are forwarded and approved by Physical Plant and/or Grounds Department.

The CLACS staff will complete the above notifications.

Loss of Grounds Privileges

Any RSO that does not follow the above guidelines may be placed through the Student Organization conduct process.

Any individual or non-RSO group who does not follow the above guidelines may have their reservation ability removed.

Instructions for completing a Use of Grounds Request

RSOs use the Event Registration Form in Bulldog Connect. Within this form, they will describe the event, state what area of the Grounds they prefer and request any work orders to be processed.

FSU Departments use the Event Registration Form in Bulldog Connect. Within this form, they will describe the event, state what area of the Grounds they prefer. FSU Departments must process their own Physical Plant work orders.

Non-University groups (both profit and non-profit) use the Use of Grounds Form for Departments, Vendors and Non-Profit form. This form can be found in Bulldog Connect.

Anyone that does not have access to the website should contact CLACS at the email or telephone number below.

Center for Leadership, Activities and Career Services CLACS@ferris.edu 231-591-2685