

# FERRIS STATE UNIVERSITY

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FERRIS FORWARD

## Division of Student Affairs

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### Guidelines for South and Robinson Quad Use

Supersedes Use of Grounds Policy (8/30/2021)

Ferris State University promotes freedom of speech, freedom of inquiry, freedom of dissent and freedom to speak, organize and communicate in a peaceful manner on campus grounds. The grounds of Ferris State University are intended primarily to support the institutional needs of students, faculty and staff. The procedures and restrictions outlined are intended to protect and advance the health and safety of the campus community and the educational environment of the University.

The purpose of this document is to ensure that South Quad and Robinson Quad are used efficiently and responsibly, and in ways consistent with the policy on Use, Rental, and Lease of University Facilities. The Center for Student Involvement has been designated by the Vice President of Administration and Finance to coordinate, manage, and schedule the use of the Dewaine V. and Jana B. Robinson Quad (Robinson Quad) and South Quads. The Robinson and South Quads 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.

### Reservation Requirements

All Ferris State University registered student organizations (RSOs), departments, affiliated organizations and non-affiliated organizations must reserve space in the Robinson or South Quad at least seven days in advance. Reservation requests made within fewer than seven days' notice will not be approved, and the use will not be permitted to take place. Reservations may be made up to one year in advance. Reservations may last no more than five consecutive days. There is no cost for Registered Student Organizations, Ferris State University departments, and tax-exempt non-profit organizations. Commercial and business organizations will be required to pay \$250 per day.

## University Days

University Days are days considered special to the University community and will be set aside for designated University activities (such as Commencement, Orientation, Founders' Day, Exam Week, Martin Luther King Day, Spring Fling, Bulldog Bonanza, Get Acquainted Day, Police Memorial and Residence Hall Move-In Days). Ferris State University reserves the right to deny permission for other use during these dates.

## General Rules for Robinson and South Quad Users

- Must follow all University policies, Federal, State or Local laws.
- Vehicle use on sidewalks and lawns must be in accordance with the Operations of Motor Vehicles on Sidewalks and Lawns policy.
- Structures, trees and shrubs may not be alerted, damaged, or destroyed. Trees and shrubs may not be used to hang signs or banners. The University may charge organizations a reasonable repair and restoration fee to damaged property.
- Organizations may not obstruct vehicular or pedestrian traffic.
- 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 Robinson Quad.
- The Robinson and South Quad may host more than one organization reservation. The University expects organizations to cooperate and not interfere with the proceedings of other organizations' reservations or events.
- All fires 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 Robinson Quad). Organizations must have appropriate fire suppression equipment (e.g., fire extinguisher, fire blanket) on site and readily accessible at all times during the event.
- Any reservation or event involving minors must be operated consistently with the guidelines of University Programs and Activities Involving Minors Policy.
- Distribution of printed materials must be done in person.
- Organizations are responsible for picking up any litter or printed materials dropped on the ground around the areas of distribution. The University may charge organizations a reasonable cleaning fee if they fail to do so.
- Organizations may use sound amplification so long as it does not disrupt the orderly conduct of the campus, classes, or other lawful activities. Sound amplification may not exceed 90dBs from 7:00 am to 10:00 PM, and 61 dBs from 10:00 PM to 7:00 am. Organizations may apply to the Dean of Student Life Office for a sound exemption at least 14 days prior to the proposed event.

## Accountability

Failure to follow this Policy could result in an event being cancelled or stopped while in progress. The Dean of Student Life Office and/or the Department of Public Safety are authorized to revoke approval and promptly end the reservation or event.

Failure to follow this policy and any associated procedures may subject Ferris State University employees to disciplinary action, up to and including dismissal from employment by the University, consistent with applicable procedures and collective bargaining agreements.

Failure to follow this policy and any associated procedures may subject Ferris State University students and student organizations to disciplinary action, up to and including dismissal from the University.

## Resources for Reserving Robinson and South Quad

RSOs and University departments may reserve the Robinson and/or South Quads through Mazevo, in Ferris 360. The Robinson and South Quad are listed as available buildings. The RSO Handbook also requires RSOs to register events on campus that are held outside on the campus grounds with the Center for Student Involvement.

Individuals and organizations that are not affiliated with the University must contact the Center for Student Involvement, [CSI@ferris.edu](mailto:CSI@ferris.edu) 231-591-2606

## Cross Reference:

Academic Affairs Policy Letter, University Programs and Activities Involving Minors Policy

Business Policy, Operations of Motor Vehicles on Sidewalks and Lawns

Business Policy, Use, Rental, and Lease of University Facilities

RSO Handbook

## Definitions

Days- is defined as calendar days, unless otherwise noted, excluding those when the University is considered closed

Dewaine V. and Jana B. Robinson Quad- Is a centrally located outdoor commons area on the main campus of Ferris State University. The boundaries of the Robinson Quad are Campus Drive (North), Ferris Library for Information, Technology, and Education (FLITE) and Carillon Tower (West), Clark Hall and Campus Drive (South) and David L. Eisler Center (East).

Organization- is defined as any group or entity requesting to reserve space in the Robinson or South Quad. This includes Registered Student Organizations (RSOs), which are student-led groups officially recognized by Ferris State University; University departments, which encompass all academic, administrative, and service units; and affiliated

organizations that have a formal relationship with the University, such as sponsored programs or foundations. The term also includes non-affiliated organizations, which are external groups not formally connected to the University. These may be tax-exempt non-profit organizations or commercial and business entities operating for profit.

South Quad- Is located on the South End outdoor commons area on the main campus of Ferris State University. The boundaries of the South Quad are The Rock Café and Ward Hall (North) Miller Hall (West) Brophy, McNerney and Travis Hall (South), and Lot 39 (East).