



## President's Council Guidelines & Protocols

<b>Protocol/Guideline Title:</b> Orem Campus, Outdoor Events Ending after 10:30 p.m.		
<b>Responsible Office:</b> Associate Vice President, Student Life		
<b>Date Approved by President's Council:</b> <a href="#">Click here to enter a date.</a>		
<b>UVU Web Host Page:</b> <a href="#">Click here to enter text.</a>		
<b>UVU Web Pages that Link to Host Page:</b>		
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

*The following is not official university policy but rather a guideline used to facilitate the internal actions of the University or a particular unit within the University. Guidelines are not binding on the University and may be amended by the University at any time. A guideline, such as the one to follow, does not establish any contractual rights or obligations between the University and any individual*



## President's Council Guidelines & Protocols

### Executive Summary

To continue the development of a positive relationship with the community and to adhere to Orem City code, the following guidelines should be followed while hosting an outdoor event after 10:30 p.m. on the Orem campus. These guidelines do not supersede UVU Policy 161 *Freedom of Speech*.

### Related University Policies and Local, State, or Federal Code

This guideline complies with:

Orem City Code 9-2-9-5 *Disturbing the Peace*

UVU Policy 161 *Freedom of Speech*

UVU Policy 425 *Scheduling Campus Facilities*

### Venue

All outdoor events ending after 10:30 p.m. on the Orem campus should be held in schedulable campus spaces west of the Sorensen Student Center Courtyard and south of the Wolverine Services building. Outdoor events ending after 10:30 p.m. on the Orem campus will not be permitted in campus facilities adjacent to local neighborhoods (for example, McKay Education Fields, Parking Lot M21, Alumni House, etc.). In addition, the hosting party will be responsible for any clean-up of the facility beyond standard use.

### Procedure

The following essential steps should be completed four weeks prior to hosting a scheduled, on-campus, outdoor event anticipated to end after 10:30 p.m. All events held after 10:30 p.m. must be approved by President's Council. The Dean of Students will gather a list of potential outdoor events held after 10:30 p.m. from throughout campus and present the events to President's Council every July. The Dean of Students will notify the person responsible for planning the event about the approval status. Once President's Council has approved the events the following steps must be followed:

- 1) Coordinate with UVU Police to determine the number of officers, additional security, EMS, bathrooms, etc., that will be required. (If the venue does not provide adequate services, the event host shall be responsible for additional services, including any financial expenses that they incur.)
- 2) Notify Orem City Police of the event.
- 3) Contact the Director of Community Relations to coordinate notification efforts to neighboring communities.



## **President's Council Guidelines & Protocols**

- 4) For events with an age restriction of 18 years or older, attendees will be required to show photo ID for admission. The age restriction and need for ID should be clearly communicated in the weeks prior to and at the time of the event through sufficient publicity.
- 5) Contact the grounds and facilities departments to allow for necessary watering, lawn care, electricity, etc. Any damages to the venue will be the financial responsibility of the event host.
- 6) Notify Parking Services of the event and location.
- 7) As applicable, notify the campus community of the event through UVU Announce and the Campus Events Committee.
- 8) When sound (for example: music, emcee, speakers, etc.) is being used at the event, the sound should generally be projected west towards I-15 to prevent noise from carrying into neighboring communities.