



## AIA Credits

- Credit(s) earned on completion of this course will be reported to American Institute of Architects (AIA) Continuing Education Session (CES) for AIA members.
- Certificates of Completion for both AIA members and non-AIA members are available upon request.
- This course is registered with AIA and CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.

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## Course Description

- Activities, events, 5K races, protests, rallies, and right to free speech on college campuses, can be exciting and fun, while also creating challenges for those charged with coordinating and overseeing these events. Today, more than ever before, it is crucial to de-conflict activities of your outdoor, campus priority areas, and coordinate events to ensure the safety and success of each event. At the University of Alabama, we are charged with governing the Facilities and Grounds Policy of our University.
- In a Power-point presentation, I would like to share our policy, standards, protocol and coordination processes that have proven successful on our campus; coordination efforts that involve the Campus police, Legal Department, Health and Safety, Risk Mgt., Parking and Transportation, Auxiliary Services, and Grounds, while discussing some changes that have recently been implemented. The process has served us well when dealing with any of our over 2000+ annually approved campus events, whether they are departmental, student organized or outside entity driven.
- *The space and facilities of the University are intended primarily for the support of teaching, research, and service components of its mission. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with such departments.*

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## Learning Objectives

1. Development of a Campus Policy, Application, and Terms and Conditions.
2. Development of a Coordination Team (Support from Campus Partners).
3. Importance of consistency with all (internal and external) organizations/individuals to protect the Institution.
4. Importance of "Inspecting What You Expect".

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## Campus Events



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## Grounds Use General Policy

The space and facilities of the University are intended primarily for the support of the teaching, research, and service components of its mission. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with such departments.

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## Campus Grounds Use

We request 5-7 business days in order to coordinate an event with all the required and involved University Departments:

- UAPD, Risk Management, Health & Safety, Grounds, Transportation, Parking Services, Enterprise Operations, Legal, Compliance Ethics, Strategic Communications, Student Affairs/Greek Life, Athletics, etc.

Smaller events/gatherings may not require an extensive review process and can be expedited to 2-4 days when the GUP form is filled out completely.

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## Meet the Team



Donna McCray  
Senior Director  
Facilities Operations  
& Grounds Use  
Permits



Justin Miles  
Grounds Use Permits  
Coordinator



Hillary Foy  
Grounds Use Permits  
Coordinator

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## Campus Event Support Reviews



- Environmental Health & Safety
- Risk Management
- Legal
- University Police
- Parking & Transportation
- Business Enterprise
- Purchasing (as needed)
- Deans (as needed)
- Athletics (as needed)
- Museums and Libraries (as needed)
- Building Representatives (as needed)

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## The Grounds Application

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## Our Website



- Contains:
- Link to Online Permit
  - Link to Important Policies
  - List of Approved Caterers
  - Campus Maps
  - Link to The Source
  - FAQ about GUPS
  - Contact Information

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## Pertinent Campus Policies



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## Tree Care & Maintenance Policy

Having healthy trees is a top priority to the University to keep our campus beautiful. Misuse of any and all trees is prohibited.

Examples of Misuse (not limited to):

- Climbing
- Use of rope, wire, hammocks, slack lines, zip lines
- Attaching any signage using nails, tape, etc.



All of these issues can cause stress, scarring, and often broken branches. This leads to disease and death of an otherwise healthy tree and is therefore prohibited.



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## Campus Merchandising Policy

The University Supply Stores have exclusive rights on campus by order of the BOT.

Sale of goods by an off-campus business/individual is not allowed.

University organizations can sell in the Ferguson Center with the permission of the Supply Store and Ferguson Center Operations.



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## Campus Food Service Policy

Bama Dining is the official food vendor of the University.

Bama Dining has exclusive rights to all Dining Halls and the Ferguson Student Center.

Risk Management maintains a list of all other approved caterers. <http://riskmanagement.ua.edu/wp-content/uploads/sites/64/2017/05/Approved-Caterers-List.pdf>

Environmental Health and Safety review all functions when food is served. (205)348-5905



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## Unmanned Aircraft Systems

Policy #: FA-4

**Purpose:** The University of Alabama is committed to maintain a safe and non-threatening campus environment. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Consistent with that commitment, the University has implemented the following policy on the use and operation of unmanned aircraft systems ("UAS").

**Policy Statement:** The University of Alabama's Policy on Use of Unmanned Aircraft Systems applies to University employees and students operating UAS in any location as part of their University employment or as part of University activities; the operation by any person or entity of UAS or model aircraft on or above University property, and; the purchase of UAS with funding through the University, including University grants of accounts.



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## Lighting Utensils on Campus



Vigils, Memorials, and Other Events:

Candles are not permitted for illumination at outdoor UA campus events. Candles should be replaced by one of several varieties of "flameless" candles available for purchase.

Flameless candles are inexpensive and do not pose the immediate threat of fire or damage create by traditional candles.

Violation of this policy may result in disciplinary action or referral to the UA Office of Judicial Affairs, coupled with monetary charges for damage and cleanup.



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## Campus Signage Standards

- All signage should be placed using the approved UA standard sign frames from University Printing, 18x24 inches or smaller.
- All requests for signage should be accompanied with a map denoting requested locations for placement and a sample of the content to be posted.
- The total number of signs per event should not exceed 20.
- Signage is permitted to be placed 72 hours prior to an event and should be removed promptly after event ends to avoid being charged for removal and cleanup.
- If signage is not advertising an event, the signage must be removed four days after initial installation.
- Signs are not permitted in flower or mulch beds.
- Signs must not impede vehicular or pedestrian traffic.
- Signs are not permitted in front of Rose Administration, the President's Mansion, or Denny Chimes.
- Signs of a political nature or advertising a commercial product are not permitted on campus.



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## Temporary Signage and Chalking



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## Post Event Requirements

Any person or group holding an event on campus grounds is responsible for removal of all trash and other items associated with the event (e.g. fencing, stages, tents, and tarps) and must return the grounds to pre-event conditions by 10:00am the following day.

Items not removed from the event site by 10:00am the following day, will be confiscated by the University.

The University will assess the reasonable costs of cleanup to those persons or organizations failing to comply with these requirements.



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## Campus Events



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## GUP Approval Letter

You will receive an email containing your Approval Letter along with a copy of your Approved Permit. You will need to have both present at the time of the event incase there is a need of verification.



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## What's the Purpose?

- Ensure the safety of students, guests, faculty and staff
- Practice consistency and fairness with all submissions
- Protect campus resources
- Sustain the beauty of the campus
- Campus Liability



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## 2016-2018 Permits

Month	2016	2017	2018
January	26	37	116
February	283	162	200
March	133	224	360
April	161	214	383
May	39	72	118
June	45	38	56
July	23	32	39
August	121	213	253
September	223	313	326
October	289	310	316
November	280	259	257
December	45	69	58
<b>TOTAL:</b>	<b>1678</b>	<b>1943</b>	<b>2482</b>
<b>Cancelled/Denied:</b>	<b>38</b>	<b>25</b>	<b>20</b>
<b>GRAND TOTAL:</b>	<b>1716</b>	<b>1968</b>	<b>2502</b>



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# Campus Events



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# Questions?

This concludes The American Institute of Architects  
Continuing Education Systems Course



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