

UNIVERSITY OF WISCONSIN-MADISON

FACILITY USE GUIDELINES

SUBJECT: Scheduling and Use of Selected Campus Lands & Grounds (Green Space)

FROM: Facilities Use Committee

DATE: August 2007, July 2005, September 2002

Our ability to schedule activities on Green Spaces becomes more of a challenge as the University loses more and more Green Space to construction and the increase of building footprints. In an effort to preserve and maintain Green Spaces, the following policies and guidelines have been developed to enable UW to maintain the condition of these areas. The policies are based on recent usage and requests and are intended as guidelines to prevent overuse/damage to the turf in these specific spaces. Attached is a list of Green Spaces which are available for scheduled use. It identifies the responsible unit and the scheduling contact.

GENERAL GUIDELINES FOR GREEN SPACE

The following guidelines apply for the use of these areas in general. Each area may have more specific guidelines to accommodate the unique nature of the area.

1. University Departments, Registered Student Organizations and University Affiliated Groups wishing to reserve or schedule a special event or activity on any Green Space first must contact the Central Reservations Office (CRO). CRO will inform the requester of the standard requirements for the requested space and send out an *Event Alert* (see G-14) to notify those concerned of a request to schedule that space.
2. If appropriate, weather and the current condition of the area will be assessed. It is understood that scheduled events will be cancelled or moved indoors if excessive wetness or rain will cause pedestrian traffic or any part of the event activities to damage the area.
3. The group wishing to reserve the space shall be fiscally responsible for any permanent damage to the area. Groups are also responsible for cleaning up the area upon completion of the activity and/or event.
4. Use must comply with UWS 18 and other applicable regulations.

SPECIFIC GUIDELINES

In addition to the above general guidelines, the following guidelines apply for use of unique areas including, but not limited to:

Henry Mall

- No tents or setups on turf (tables /chairs/stages)
- Generally not scheduled more than once a month (depending on weather)
- Not more than 50 people per activity
- No large-scale events such as organized concerts
- No athletics or organized sports activities

Engineering Mall

- Minimize foot traffic on turf
- Setups mostly on hard surface
- Generally, no large-scale events such as organized concerts scheduled more than once a month (depending on weather)
- No athletics or organized sports activities
- No tents or stages set up for greater than 24 hours

Observatory Hill

- No tents or setups on turf (tables/chairs/stages)
- No large-scale events such as organized concerts.
- No athletics or organized sports activities

Muir Knoll

- No tents or setups on turf (tables/chairs/stages)
- No amplification of music, speeches, discussions, poetry, lectures, drama.
- No more than 50 people on the turf and in the circle for a single event.
- No installation of art works without advance review of potential impact.
- Generally not scheduled more than once per month for any activity that would extend outside the Gard Circle.
- No Fires.
- No overnight occupation of the area.
- No athletics or organized sports activities
