

## Outdoor Facility Usage Policy for Authorized Events

1. Purpose, Scope, and Intent. This document is intended as a guide to the reservation policy for the use of outdoor spaces on the University of Tennessee, Knoxville campus. All usage and reservation of outdoor space must comply with the rule “Use of University Property, TUAPA 1720-01-02” ([Click Here](#)).

2. Inventory of Outdoor Spaces. All outdoor spaces on the Knoxville campus are available for events and meetings and must be reserved through the Campus Events Office at least seven (7) business days prior to the event date; provided, however, that this requirement will not be applied in a way that prohibits spontaneous outdoor assemblies or outdoor distribution of literature in permitted locations except to the extent such an outdoor location has been reserved by an authorized user in advance. The most commonly used outdoor spaces have been identified below; however, the list may not be all-inclusive and is subject to change. In order to add or remove an outdoor space location to or from the list below, a proposal must be submitted to the University Space Committee for consideration and approval.

### Outdoor Space Locations: ([Click Here for Map of Spaces](#))

1. Ayres North Plaza
2. Ayres South Lawn
3. Engineering Quad near Ferris Hall
4. Gate 21 Plaza
5. Staff Lot 9
6. Blueberry Falls
7. Student Union Plaza- East
8. Haslam Plaza
9. Greve Circle
10. Pedestrian Mall
11. Humanities Lawn- North
12. Humanities Plaza- South
13. Humanities Amphitheatre
14. Humanities/Art & Architecture Quad
15. College of Nursing Courtyard
16. Circle Park
17. Fiji Island
18. Student Recreation Fields
19. Presidential Courtyard
20. Fred Brown Plaza
21. Black Cultural Center
22. Mountcastle Park
23. Burchfiel Plaza- East
24. Burchfiel Access Ramp
25. Stokely Hall Court
26. Claxton Courtyard

27. Melrose Courtyard
28. Mossman Plaza
29. Sorority Village
30. Henson Hall North Lawn
31. HPER Plaza
32. Natalie Haslam Music Center Front Lawn
33. Orange & White Courtyard
34. UT Gardens\*

\*UT Gardens is reserved through Ad-Astra; however, usage fees and guidelines may differ from those specified in this document as it is under the discretion of the AG campus.

3. Authorized Users. The Rules of the University of Tennessee, Chapter 1720-01-02, define the persons or groups who may use University property; these persons or groups are called “Authorized Users”. In accordance with this rule, the following persons or groups may use University property, subject to other University rules, policies, or procedures adopted by a University campus, center, or institution and federal, state, and local laws:

- 1) University students;
- 2) University employees;
- 3) Members of the Board of Trustees;
- 4) Government officials acting in their official capacities;
- 5) A person or entity invited by the University;
- 6) A person who has been invited by a student, a student organization, or an employee in his/her personal capacity, to join the student, student organization, or employee in the use of University property (e.g., friends and family), but not including the use of University Property for free expression activities; provided that the use of University property shall not exceed the scope of invitation.
- 7) A person using University property for free expression activities pursuant to Chapter 1720-01-12 (Use of University Property for Free Expression Activities by Non-Affiliated Persons);
- 8) Volunteers of the University, as defined by University policy;
- 9) Prospective students visiting University property and persons accompanying prospective students;
- 10) Alumni visiting University property and persons accompanying alumni;
- 11) A person who has a right of access to University property under Tennessee Code Annotated § 8-50-1001 or any other statutory provisions permitting access to University property;
- 12) Any person or entity engaged in one of the following uses of University property:
  - a. The use of University property for the purpose of attending a University activity or event that is open to attendance by the members of the general public at a designated place and time (e.g., athletic contests, plays, lectures, concerts);
  - b. The use of University –owned streets, or University-owned sidewalks bordering University-owned streets, as thoroughfares while traveling from one location to another location;

- c. The use of University property that is open to the general public (e.g., campus bookstore, library, museum);
- d. The use of University property consistent with the terms of a rental agreement with the University; or
- e. The use of University property for a purpose relating to obtaining medical treatment from the University.

4. Authorized Events. The definition of an Authorized Event, for the purpose of this document, is an event that is organized by and scheduled through an authorized event organizer (section 5), that is properly sponsored (section 7), and that has a fully confirmed space reservation request from the Campus Events Office. All University events are subject to the requirements of UT fiscal policy.

5. Authorized Event Organizers. The following five groups of authorized users are defined as “Authorized Event Organizers” and are responsible for scheduling reservations for Authorized Events through Ad Astra.

- 1) University student organizations
- 2) University departments and offices
- 3) Members of the Board of Trustees
- 4) Government officials acting in their official capacities
- 5) Persons or entities invited by the University

Usage of University property is subject to all University rules, policies, and procedures, including this University Space Policy, and is subject to any relevant federal, state, and local laws.

6. Types of Events. This document applies to the following types of events:

6a. University Events. These are events that are organized by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations. A University event is not considered an Authorized Event until it meets the criteria listed in sections 4 and 5.

6b. Non-University Events. These are all events that are not University Events. A sponsor is required as explained in section 7 below. Once a sponsor is confirmed, the reservation process through Ad-Astra may commence. A Non-University event is not considered an Authorized Event until it meets the criteria listed in sections 4 and 5.

6c. Un-sponsored Events by Non-Affiliated Persons. The sponsorship requirements of Section 7 below does not apply to the activities of non-affiliated persons as permitted by Tenn. Comp. R. & Regs. § 1720-01-12.06-07, but the remainder of the requirements of these Guidelines remain applicable to such activities.

7. Sponsorship Requirements. Except as provided by Tenn. Comp. Regs. 1720-01-12.06, all Non-University Events must be sponsored by University administration, one or more of the

University's academic units and departments, or one or more of its registered student organizations. The event sponsor must be identified as the sponsor responsible for the event.

The responsible sponsoring party requesting event space through Ad Astra must plan the event and be present at the event. A sponsor may not "front" for another organization for the purpose of securing a venue at no cost or reduced fees for a non-university event. For example, a community group or for profit entity may not utilize a registered student organization to reserve a venue unless the event is planned by the student organization and open to students. Authorized event organizers who violate this requirement may be barred from using University space.

8. Requesting a Space. Reservation requests should be submitted through Ad-Astra at least 7 business days prior to your meeting or event. Requests submitted less than 7 business days prior may be denied on the basis of insufficient notice. This requirement is in place to ensure that the availability of University resources is sufficient to support the event request.

Once an outdoor space request has been approved, a confirmation email is sent to the requestor. Please remember the reservation is not final and your event location should not be publicized until this confirmation is received from the Campus Events Office.

9. Responsibilities of Users. Once an event ends, the space used for the event must be left in the same (or better) condition as when the event began. If clean-up or repairs are needed following an event, the user will be assessed supplementary charges to recover the cost of clean-up or repairs. Users whose events repeatedly incur these supplementary charges may be prohibited from using University space and/or may be subject to additional charges.

10. Usage Fees. A schedule of the rental fees associated with the use of outdoor spaces for events is published by the Campus Events Office at ([events.utk.edu](http://events.utk.edu)). This schedule is subject to change.

#### 10a. University Events.

It is the University's intent that no rental charges will apply to use of the University's outdoor spaces for events sponsored by University administration, the University's academic units and departments, and its registered student organizations.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the Vice Chancellor for Finance and Administration or his/her designee.

Supplementary charges may apply as per Section 9 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

## 10b. Non-University Events.

For non-University events in outdoor spaces, rental fees vary by location. A schedule of these rental fees is published by the Campus Events Office at ([Click Here](#)). This schedule is subject to change.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the Senior Vice Chancellor for Finance and Administration or his/her designee.

Supplementary charges may apply as per paragraph 9 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

11. Deposit Required. When rental fees apply to a non-University event, a deposit of 25% of the estimated rental fees and estimated supplementary charges must be paid to secure the space reservation.

12. Cancellation Policy. Users must cancel reservations for outdoor space they plan to not utilize. Penalty fees for failing to cancel a reservation in a timely manner will be specified in the event contract for non-university events. Authorized Event Organizers may forfeit their reservation privileges and/or may be subject to additional charges if they do not cancel their reservation in a timely manner.

13. Equipment Usage. The user, not the University, is responsible for securing equipment for the event. The user must specify, through the reservation process, any equipment needs and/or any special arrangements provided by the Facilities Services Department. All equipment and services are subject to applicable fees and charges.

14. Tent Usage. The use of tents, if handled inappropriately, can be very damaging to campus outdoor spaces. This damage can be caused by both installation as well as sun and water blockage. The following restrictions are in place to prevent damage.

- Tent stakes to stabilize a tent are prohibited.
- Tents may be set up the day prior to the event between 9am and 5pm and must be removed by 10am the day after the event. However, the user must ask to secure these pre and post setup and removal times.
- Events requiring a tent for more than 2 days will need to make special arrangements with the Facilities Services Department by contacting Landscape Services at 865-974-6076.

15. Food Catering. Food is permissible in the outdoor spaces, but during and after the event, the space must not be damaged by any food preparations. Also, all recyclables, compostable,

and landfill waste must be collected and disposed of in the proper fashion and removed from the site at the conclusion of the event.

Aramark is the preferred campus caterer and their contact number is 865-974-4111 or ([Click Here](#)). University events and non-University events may utilize outside licensed caterers. However, the following locations are exclusive to Aramark for events that request catering: Student Union, UT Visitors' Center, and all areas adjacent to dining locations.

These guidelines must be followed at all events:

- Cookers and grills must have proper protection underneath to ensure there is no damage to grass or stains on pavements or concrete.
- All grease or other hot liquids must be transported off campus and properly disposed in accordance with state and local guidelines.
- All patrons and event organizers must clean up after the event and properly dispose of trash and recyclable items.

16. Alcohol Policy. The dispensing and consumption of alcohol must be in accordance with the campus alcohol policy ([Click Here](#)). Although these guidelines are written for the campus community, other authorized users and visitors must comply with the policy as well.

17. Bathroom Access. The outdoor spaces do not have designated bathrooms. The user should make arrangements through the office coordinating the outdoor space reservation to have Facilities Services open a building for bathroom access. There may be a charge associated with bathroom access. The other option is to arrange to have portable units delivered to the site. Please note, these units must be removed at the conclusion of the event.

18. Parking. Parking, at times, is extremely limited based on the location, date, and time of the event. All arrangements for parking must be made through Parking and Transit Services, 865-974-6031. ([Click Here for Parking Map](#))

19. Amplified Sound. Noise restrictions may be in effect at certain times and in certain locations. Amplified sound for any event at any time must be approved by the Campus Events Office to ensure the noise level is compatible with other campus activities. The Campus Events Office or UTPD reserves the right to require the event sponsors to reduce the volume at any event.

20. Other Usage Guidelines. At the conclusion of an outdoor event, the event space shall be left in the same condition as it was before the event. All events must comply with the following guidelines:

- Keep all motor vehicles, of all sizes, off of sidewalks, malls, or grounds.  
<https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/alternative-vehicles-policy/>

- Make sure sidewalks are not obstructed and ensure ADA accessible ramps and sidewalks are never blocked.
- Do not drive on grass or in landscaped areas.
- Do not pour or place anything in fountains or water features.
- No excavation, fires, or construction without special permission from Facilities Services.
- Remove all litter/debris from the site.

An additional fee may be assessed if cleaning or repairs are warranted after the event.

21. Change of Location/Right of Refusal. The Campus Events Office reserves the right to not approve an event or to cancel a reservation in the event there is a facility, health, or safety issue that requires appropriate action. Such decisions will not be made based on the content of speech and/or the identity of the presenter(s). The Campus Events Office reserves the right to make necessary changes in location as needed to accommodate the needs of the campus. Every effort will be initiated to provide ample notice of any changes.

The Campus Events Office reserves the right to cancel or postpone any outdoor event if weather conditions jeopardize the safety or security of faculty, staff, students, guests, or equipment. Fees may still apply even if the event is cancelled.

22. Security/Insurance. The University of Tennessee Police Department (UTPD) will be notified of all events scheduled through the Campus Events Office. UTPD and the Campus Events Office shall determine if the event requires any security staffing needs. This may include police, emergency management, or other certified staffing requirements. To the extent permitted by Tenn. Code Ann. § 49-7-2405(a)(15), the event sponsor/organizer is responsible to pay the cost associated with providing security and other appropriate event staffing.

Non-university events are required to provide proof of liability insurance to the satisfaction of the University Risk Management Office based on the event and to name the University of Tennessee as additional insured. Any additional insurance required will be at the event organizer's expense.

23. Reservation of Rights Clause. The University Space Committee representing the University of Tennessee, Knoxville campus reserves the right to make any final decisions on all matters not covered by the guidelines outlined above, as well as the right to change, alter, and/or rearrange parts or all of these guidelines at any time.