

J. N. R Score Quadrangle
(Hereafter referred to as the Score Quadrangle)

Facility Usage Policy
Date Effective: September 1, 2005

To schedule activities on the Score Quadrangle, complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>.

A diagram must also be provided to the Office of University Events showing the set up for the event. Use of the Score Quadrangle is restricted. Please read carefully the scheduling priorities and regulations for use.

Scheduling Priorities

Priorities for use are as follows:

Southwestern students, faculty, and staff have priority on a first-come, first served basis to reserve the Score Quadrangle.

Requests by groups unrelated to Southwestern University will be considered on an exceptional basis only during the summer.

The University reserves the right to make judgments concerning usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Requests to use the Score Quadrangle must be approved by the Director of University Events in coordination with the Robertson Center Facility Coordinator.
2. Events on the Score Quadrangle must be held between the hours of 8:00 am and 11:00 p.m.
3. Events involving the amplification of sound must have set-up approval from the Director of Student Life for student events or from the Director of University Events for all other events.
4. Tents, stages, or other structures cannot be set up on the Score Quadrangle without approval. Locations of such structures should be determined based on access to electricity (if needed), sound projection and safety. All tents must be frame tents with barrels at the base. No stakes can be used to erect or secure structures.
5. Any structure or material covering the grass must be up for a limited period of time to avoid damaging the grass. Limit will be set based on time of year.
6. Set-ups for an event on the Score Quadrangle cannot block access to buildings on the perimeter of the Score Quadrangle or block the fire lane which is delineated by low, white concrete markers.
7. If an approved event's activities include chalking of the sidewalks, the policy as stated in the Student Handbook must be followed. ONLY sidewalks may be chalked; there will be no chalking on buildings, stairs, etc.

8. Vehicles of any type are not allowed to park on the grassy areas of the Score Quadrangle for an extended period of time. Delivery vehicles may use the sidewalks to get as close to their destination as possible. If it is necessary to drive a vehicle onto the grass to unload, staff from the Grounds Department of Physical Plant must be present to direct driver and avoid the sprinkler system. Weather conditions may prohibit access.
9. The consumption, possession, or distribution of controlled substances (other than alcohol) is not permitted on the Score Quadrangle.
10. The consumption, possession, or distribution of alcoholic beverages is not permitted without the written permission of the Vice President and Dean of Students for student events or from the Vice President of Institutional Advancement for all other events.
11. Climbing trees is prohibited.
12. Catering services for student events must be approved by the Vice President and Dean of Students; catering services for all other events must be approved by the Director of University Events.
13. The possession of firearms, fireworks, ammunition, explosives, or general weapons is prohibited. This includes BB and pellet guns, martial art weapons, bows and arrows, and paintball and laser tag guns. Realistic toy guns and gun replicas are similarly prohibited. Water guns used for special activities must be brightly colored, and their use must be approved by the Chief of University Police.
14. Users are responsible for clean-up immediately following the event. All decorations and debris should be removed from the area immediately. Rentals should be picked up as soon as possible (preferably the same day or the next morning).
15. Users will be held financially responsible for the repair of damages resulting from improper use that may occur while using the Score Quadrangle.

Indemnification/Insurance

External constituents wishing to rent space on the J. N. R. Score Quadrangle must contact University Events (863-1480) and provide a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons utilize its facilities.

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs and for student events, the Associate Vice President and Dean of Students.