

**J. N. R. Score Quadrangle**  
**(Hereafter referred to as the Score Quadrangle)**  
**Facility Usage Policy**  
**Date Effective: August 1, 2015**

**Facility Overview:** The Score Quadrangle is the lawn area between the Robertson Center and Olin Building. It serves as an informal outdoor gathering place for students, faculty and staff. Large and small campus events are scheduled on the Score Quadrangle.

**Scheduling Contact:** Assistant Director of Student Activities – 512-863-1874  
(In collaboration with the Manager of Custodial and Grounds Services)

**Scheduling Priorities**

*Priorities for use are as follows:*

Southwestern registered student organizations, 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.

**See General Facilities Use Policy for regulations applicable to ALL University facilities.**

**Specific Regulations for Use of the Score Quadrangle**

1. Events on the Score Quadrangle can only be held between the hours of 8:00 a.m. and 11:00 p.m.
2. Events involving the amplification of sound must have set-up approval from the Director of Student Activities for student events or from the Director of University Events for all other events. Events involving amplified sound may not be scheduled when the sound will conflict with events in surrounding buildings and must adhere to City of Georgetown Sound Ordinance.
3. 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.
4. Tents, stages, furniture, fixtures 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, safety and with consideration of the landscape and irrigation. 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 in place for a limited period of time to avoid damaging the grass. Limit will be set based on time of year.
6. When rental equipment is involved, the rentals must be picked up as soon as possible ( the same day or the next morning).
7. Vehicles of any type are not allowed to park on the grassy areas of the Score Quadrangle for an extended period of time. (Food trucks can be an exception to this policy when approved.) 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.

8. The consumption, possession, or distribution of alcoholic beverages is permitted only with the written permission of the Associate Vice President and Dean of Students for student events or from the Vice President of Institutional Advancement for all other events.
9. Student events that involve food service should follow the guidelines found in the Student Organization Handbook. Catering services for all other events must be approved by the Director of University Events.
10. Users are responsible for clean-up immediately following the event. All decorations and debris should be removed from the area immediately.

Exceptions to this policy must be approved by the Director of Student Activities in consultation with the Manager of Custodial and Grounds Services.