



Policy Number: 3.010
Originating Office: Facilities Management
Responsible Executive: VP of Finance and Administration
Date Issued: September 2023
Date Last Revised:

Outdoor Event Space Reservations

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I. REASON FOR THIS POLICY

To create a policy for reserving outdoor space for an event on the campus of the University of South Dakota, Vermillion Campus. This policy will explain the process for reserving outdoor space on campus.

II. STATEMENT OF POLICY

- A. Any outdoor event that occurs on grass can only occur in these designated “Outdoor Reservable Spaces” and the “Special Request Spaces” list in this policy.
- B. Outdoor events requiring tables and/or chairs set up, staking into the ground (tents, signage, etc.), utilities (electrical, water, etc.), etc. will be permitted in the designated areas only.
- C. Outdoor spaces may have limited options as far as electrical, water, or IT capabilities.
 1. Facilities Management will handle all utility-related requests through this process.
 2. ITS needs (internet, TV, Sound, etc.) should be coordinated with ITS directly via the USD Help Desk.

- D. All requests are required to go through [25Live](#) Space Reservation system.
- E. All requests must occur at least 48 hours prior to the event.
- F. The Facilities Management (FM) Work Order Desk (fmwrkctr@usd.edu) will manage all communications between the customer requesting the space and FM. Direct any questions or concerns to fmwrkctr@usd.edu or 605-658-6100.
- G. For requests to utilize outdoor areas designated as “**SPECIAL REQUEST AREAS**”, please contact the FM Work Order desk at 605-658-6100 or via email at fmwrkctr@usd.edu to discuss the reservation prior to submitting the request via 25Live.
- H. The Legacy Quad – The outdoor grass area stretching from Old Main to Cherry Street, located on the East side of the MUC, is not an area designated as a reservable space due to the underground infrastructure in that area.
- I. Parking lots – events that occur in parking lots would need to be reviewed/approved by University Police Department and Facilities Management. Contact FM Work Order desk for any events that would occur in a parking lot.

III. DEFINITIONS

- A. [25Live Room Reservations](#): USD’s primary software for booking rooms and managing reservations.
- B. **Outdoor Reservable Spaces**: The following outdoor spaces on campus can be reserved for an event. Each of the spaces listed below can be found using the 25Live location name.
 1. MUC West Lawn – U*OUT*MUCWLAWN
 2. Continuing Ed South Lawn – U*OUT*UCESLAWN
 3. Old Ice Rink – U*OUT*ICERINK
 4. Old Main Plaza – U*OUT*OLDMAINPLAZA
 5. Grassy Area N of Tennis Courts (Coyote Alley) – U*OUT*TENNIS
 6. Founder’s Park – U*OUT*FOUNDERSPLAZA
- C. **Special Request Areas**: The following areas require direct contact with the FM Work Order Desk prior to submitting a 25Live reservation. Each of the spaces listed below are considered special request areas and can be found using the 25Live location name.
 1. Patriot’s Plaza – U*OUT*PATPLAZA
 2. Shakespeare Garden – U*OUT*SHAKGARDEN
- D. **Facilities Management (FM) Work Order Desk** – fmwrkctr@usd.edu or 605-658-6100.

IV. PROCEDURES

- A. An event requiring an outdoor space on the campus of the University of South Dakota needs to be fully planned prior to reserving an outdoor space on 25Live. All requests must occur at least 48 hours prior to the event.
- B. For regular, reservable outdoor requests:
 1. Enter a space reservation request in [25Live](#) for the space you are requesting.
 2. Facilities Management (FM) Work Order Desk will contact the requestor once the reservation has been submitted.
 3. Fill out all the information requested by FM via the reservation request that will be provided to you. It is imperative that this information be completed and sent back to the FM Work Order Desk as soon as possible to ensure your event is scheduled and all your event needs are known to Facilities Management.
 4. If there are any changes to your event after completing the initial event request, make sure to communicate those changes directly to the FM Work Order Desk by calling 605-658-6100 or emailing to fmwrkctr@usd.edu.
 5. 24 hours prior to your event taking place it is recommend that the requestor confirms the specifics of the event with the FM Work Order Desk.
- C. For requests to utilize outdoor areas designated as “**SPECIAL REQUEST AREAS**”, please contact the FM Work Order desk at 605-658-6100 or via email at fmwrkctr@usd.edu to discuss the reservation prior to submitting the request via [25Live](#).
- D. Fire pits, open flames, etc. are prohibited on campus grounds. [South Dakota Codified Law CL 5-4-15](#) defines it as a misdemeanor to start an open fire on public lands except in an established fireplace. Fireworks are prohibited as well.

V. RELATED DOCUMENTS, FORMS AND TOOLS

- [Map of Outdoor Spaces on Campus](#)
- [25Live Room Reservations](#)
- [South Dakota Codified Law 5-4](#)