Use of Grounds Guidelines
Effective: 8/26/13
Revised 8/25/14

The purpose of this document is to ensure that University exterior space is used efficiently and responsibly, and in ways consistent with the priorities of the University. The grounds of Ferris State University are intended primarily to support the institutional needs of students, faculty and staff. After meeting the space needs of these user groups, space may be rented to other individuals and groups at the discretion of University officials.

All registered student organizations (RSO), departments and individuals using designated outdoor spaces on the campus must not violate University policies, Federal, State or Local laws. This includes, but is not limited to:

- Disrupting University business;
- Committing any act likely to create a health or safety hazard;
- Engaging in destruction of University or personal property or in the physical harm to others;
- In any other way disrupting classes or essential operations;
- Stopping or deterring any person against their will;
- Interfering or impeding the institution’s scheduled classes, events, ceremonies, or normal and essential operations; or,
- Interfering or blocking the flow of vehicular or pedestrian traffic, or the entrance or exit of any building.
- Use of alcohol or other drugs
- Unwelcomed actions or language that may be discriminatory, harassing, or harmful to an individual

General Guidelines for All Grounds Users

- User must comply with appropriate submission deadlines and must have a copy of the approved form in their possession during activity.
- Grounds and Emergency vehicles are the only vehicles that can drive or park on University sidewalks or lawn without prior University approval.
- Existing landscape and/or structures cannot be moved or altered.
- Set-ups are not to block pedestrian traffic.
- Damage is to be reported to Public Safety immediately.
- All trash generated must be removed and properly disposed of promptly.
• Yard signs can be placed in mulch covered areas one week before event and must be removed promptly after event.
• All signage and equipment must be removed promptly at completion of event (or placed back to the place it was delivered if using pre-approved University equipment).
• Heavy objects cannot be placed or rolled over the seal in the center of the North FLITE/University Center Quad
• All fires must be pre-approved and must be in portable, self-contained containers and be placed on a cement surface (not to be placed on the seal in the center of the North FLITE/University Center Quad).
• Users can provide their own portable pop-up tent (no staking). Tents can be rented through the Grounds Department on a pre-pay basis.
• Use of any parking lot for things other than normal vehicle parking with permit must be pre-approved by Public Safety.
• Reservations can be requested up to one year in advance.
• Depending on the nature of events/activities, each Quad will be limited to four simultaneous events/activities which is contingent on the size of the events/activities taking place.
• Reservations will be granted using the following criteria: Date and time of request w/preference given to on-campus entities (University Departments and Registered Student Organizations)
• Grounds users are required to stay in their allotted space for the entire time. Roaming of campus in connection with the event is not allowed.
• Grounds users should contact the University Advancement Office at (231) 591-3815 prior to recording an event for radio broadcasting, or filming, broadcasting, or photographing any scenes in which identifiable University properties appear.
• Sound systems can only be used between 8 am and 8 pm. Speakers must point towards the center of the Quad – not towards any building.

Rules for Registered Student Organizations (RSOs):

• Must follow all General Rules.
• Request for Grounds Use form must be submitted no later than 3 weeks prior to the event and Campus Advisor must approve the form.
• Will be allowed to use the grounds outside of “regular” University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) with Campus Advisor, or his/her designee who is also a University employee having responsibility for the event. High Risk events will require an advisor or designee to be present at all times.
• Will not be charged for using the grounds, but may be charged for damages to the grounds and/or University equipment used.
• May request tables and chairs through University but must reimburse the University for any damaged or missing equipment. The Center for Leadership, Activities, and Career Services will create work orders for University equipment.
• Any and all at-risk for injury programs must have a safety plan that is approved by Center for Leadership, Activities, and Career Services staff and the Risk Management office. For high risk events, an approved participant liability waiver will be required along with a University employee/Advisor in attendance at the event. Original copies of signed participant waivers must be turned in to the Center for Leadership, Activities, and Career Services (Helen Ferris Terrace level) within 48 hours of the close of event. Center staff will assist RSO’s with completing the required paperwork.
• If minors (17 & under) are in attendance at an event, legal guardian supervision is required. At no time shall a minor be left in the care of an RSO member.

Rules for University Departments:

• Must follow all General Rules.
• Request for Grounds Use form must be submitted no later than 2 weeks prior to the event
• Will not be charged for using the grounds.
• Must complete their own work orders for any University equipment and/or services needed.
• May use the grounds outside of “regular” University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) provided a designated University “official” is there.
• The department is responsible for all risk management of the event and are recommended to seek assistance from the Ferris State Risk Management department.
• If minors (17 & under) are in attendance at an event, legal guardian supervision is required unless otherwise pre-approved by the Risk Management Department.

Rules for Non University Groups and Individuals – Non Profit

• Must follow all General Rules.
• Request for Grounds Use form must be submitted no later than 3 weeks prior to the event
• Will not be charged for using the grounds.
• May not use University Equipment unless special arrangements are made.
• May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
• Events that may be considered at risk for injury will not be allowed.
• If minors (17 & under) are in attendance at an event, legal guardian supervision is required.

Rules for Non University Groups – Profit

• Must follow all General Rules.
• Request for Grounds Use form must be submitted no later than 3 weeks prior to the event
• Will be charged $250.00 per day. Must be pre-paid.
• May not use University Equipment unless special arrangements are made.
• May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
• Events that may be considered at risk for injury will not be allowed.
• If minors (17 & under) are in attendance at an event, legal guardian supervision is required.

Instructions for completing a Use of Grounds Request

1. The public form is available online and at many locations.
   a. OrgSync forms
   b. Center for Leadership, Activities, and Career Services webpage
   c. Via email upon request (CLACS@ferris.edu)
   d. In paper form at the Center’s reception in Helen Ferris Terrace
   e. https://orgsync.com/18097/forms/17488
2. Complete the form giving detailed information about your event. Forms not meeting the submission deadline will be immediately denied.

3. Submit the form by clicking on the submit button at the bottom of the form.

4. Your request will be sent electronically for review. A Center for Leadership, Activities, and Career Services staff member will contact you with questions if necessary. When the request is approved you will receive an email confirmation. Your form submission and/or the email approval confirmation are required to be present at the event in which you are using the grounds. You may be asked to show this approval to University officials.

Areas of Grounds available for request

- North Quad – Green space between University Center and FLITE library.
- South Quad – Green space south of The Rock dining facility
- West Quad – Sidewalk space in front of Westside Café entryway (be careful not to impede pedestrian traffic in this location)

Special area requests will be considered on a case by case basis

**Athletic/Intramural fields are reserved through Athletics or University Recreation

Other University Departments Involved in Grounds Requests

- All approved grounds reservations are forwarded to the Department of Public Safety
- All RSO requests that may provide an injury risk are forwarded and approved by the Risk Management Department
- All requests that may damage grounds are forwarded and approved by Physical Plant and/or Grounds Department.

Staff at the Center for Leadership, Activities, and Career Services will complete the above notifications.

Loss of Grounds Privileges

- Any individual, group or RSO who does not follow the above guidelines may have their reservation ability removed. At the discretion of the Director of the Center for Leadership, Activities, and Career Services, an RSO who does not follow the above guidelines may also be at jeopardy of being placed in Probation Standing and lose all other RSO privileges.

These guidelines will be reviewed/updated periodically on an as needed basis to ensure proper use of exterior space in ways consistent with the priorities of the University.