

USE OF OPEN SPACES – EVENT STANDARDS AND REGULATIONS

Campus lawns and fields are designed to provide open spaces for the University and University Community. In order to maintain these spaces and prevent excessive damage, event standards and regulations have been adopted.

These standards and regulations apply to all spaces listed below:

- North Lawn
- Activities Field
- Sculpture Garden

General Standards and Regulations:

1. The Licensee, including all employees, agents and invitees of Licensee, shall abide by all of the University's policies, procedures and regulations. The University reserves the right to remove the Licensee and/or its employees, agents, and invitees, or to take whatever action may be deemed appropriate to insure the enforcement of the University's policies, procedures and regulations.
2. The Licensee is responsible for the set-up, cleanup and restoration of the Licensed space to its original condition. Should any portion of the premises or any of the University's equipment used in the conduct or operation of the event be damaged, lost or stolen, the requestor will promptly pay to restore the premises and the equipment to their previous condition.
3. No equipment or personal items are to be stored on site, *unless previously agreed in writing by the University*. University is not responsible for lost or stolen items.
4. **Fire Lanes**
Licensee shall ensure compliance with the following:
 - Driving vehicles on sidewalks and fire lanes is **only** permitted when essential to accomplish work and then only on the fire lanes and sidewalks.
 - Parking is not permitted on sidewalks or fire lanes.
 - Parked vehicles shall not impede pedestrian traffic, emergency vehicles or create any access problems. If more than one vehicle must be parked at the work location on the fire lane, then all other vehicles must be parked on the same side as the first vehicle parked at the location. Minimize the number of vehicles at a work site through ride sharing.
 - Do not block access to a building entrance when unloading materials for an event. Immediately after unloading materials, move the vehicle to an approved location.
 - The speed limit on sidewalks and fire lanes is 5 mph. Do not exceed the 5-mph limit.
 - Use extreme caution when driving on the sidewalks and fire lanes.
 - Pedestrians and people using non-motorized vehicles always have the right-of-way.
5. **Motorized Vehicles**
 - Motorized vehicles are not permitted on lawns or planted areas. No food trucks, carts or motorized vehicles are permitted on any paved area without written permission of the Office of Procurement and Contracts.
6. **Turf Area**
 - Any events that will have large tents or items placed on the turf are required to have a call or meeting at least 3 days before the event with the Manager of Grounds and Landscaping to ensure all parties understand the expectation levels of set up and break down.

- There are to be no vehicles or heavy equipment driven directly on the turf. If a request is made and approved in writing to drive a small forklift or a lite weight vehicle on the turf, then ¾" thick sheets of plywood will need to be laid down to create a path for the vehicle to travel. Plywood and installation cost is currently not part of the services that CSUDH provides. Licensee will be responsible, if required, to provide their own plywood and installation.
- Due to the nature of the heavy soils in this area of campus the North Lawn was designed with an extensive drainage system that includes a 6" sand cap to improve water flow and migration. This sand cap can be damaged by driving heavy equipment on the turf leaving unsightly tire ruts. These tire ruts do not disappear naturally, and a contractor is required to repair the turf which can be expensive based on the severity of the damage. Licensee hereby understands that this expense will be the responsibility of the Licensee to restore the damage to pre-existing conditions.

7. Anchoring

- Concrete blocks are not the preferred method of securing tents, stages, screens etc. Empty 55-gallon plastic drums are an acceptable method to anchor large items and eliminate possible turf rutting. Water to fill barrels is provided for no extra charge but the event company or Licensee will be required to bring their own quick coupler and hoses long enough to reach the barrels.

8. Staking

- No staking tents, stages etc., into North Lawn without prior written approval from the Manager of Grounds and Landscaping.

9. Stages

- All stages will be set up in the turf area, with a large enough base or footing to prevent sinking into the turf causing damage.
- All set up bolts and fasteners need to be picked up before leaving campus. Failure to remove will cause damage to CSUDH mowing equipment. Please note that a repair to a mowing reel is \$300 and will be charged to the Licensee.

10. Debris and Trash

Trash and Recycling receptables will be available during the event. Fees associated with excess debris and trash left behind from rental company or Licensee will be charged back to the Licensee.

11. Item and Equipment Assemblies

Heavy and large items that are not assembled on site (i.e., rock climbing wall on trailer) will be set up on the North and South end of the lawn to minimize damage to the turf.

12. Licensee is responsible for damages caused to university property, this includes, but not limited to, scuff marks and chipping to concrete walkways and benches from moving items with forklift,

13. Tire marks from vehicles and forklifts moving supplies and materials need to be pressure washed off. If marks remain, they will be pressure washed off and expense charged to the event.

14. Chalking is strictly prohibited.

15. Posting of signs, banners, fliers, sandwich-board signs, lawn signs, and other materials is not permitted except as approved by the Office of Procurement and Contracts.

16. Manager of Grounds and Landscaping reserves the right to prohibit use of lawns at any time due to field conditions and maintenance requirements