QUAD POLICIES

Since 1916 the Quadrangle has functioned as the symbolic heart of Emory University's academic life, the site of rich ceremonial traditions like Commencement and presidential inaugurations, and the place where the campus community gathers to mourn after events like 9/11 and Hurricane Katrina. It is in many respects a "sacred grove of academe": classes gather on the lawn for discourse on beautiful fall days, and alumni/ae hallow it in memory. For all these reasons events held on the Quadrangle typically serve the purposes of tradition-building, education, and community dialogue rather than social festivity.

With rare exception Quadrangle events are open to anyone in the University community; therefore, functions that restrict participation through use of guest lists, admission fees, or affiliation with a particular school, department, or organization are generally not permitted. The following policy is intended to preserve the integrity and identity of this unique space through specific guidelines.

It is the responsibility of the requesting group to actively enforce the policies listed below:

Alcohol
Alcohol is PROHIBITED on the Quad with rare exception.

Animals
Pets and other animals are not permitted on the Quad.

Availability
You must request the use of the Quad no less than 2 weeks prior to your event. Some events may require more planning, so plan accordingly. Request a scheduling appointment with Meeting Services, 404.727.5354, and plan to have the details of your event ready at that time. Make sure to bring your SmartKey, details of the event, food information, timeline, alternative location, contact information for your advisor, etc. Meeting Services reserves the right to deny a request based on short-notice, ground conditions, appropriateness of the program, prior scheduling, etc.

Planners must comply with event guidelines as outlined in the Eagle Source including completion of the Artist, Speaker, Performer Alert Form and contract protocol.
http://www.osls.emory.edu/eaglesource.php

Cancellations
Events should be cancelled in writing to Meeting Services no less than two weeks prior to the event. A $50 late-cancellation fee will be charged with less notice for events of 50 or fewer participants. For larger events, the late-cancellation fee is $100.

If an event is cancelled by Meeting Services due to the ground condition or other extenuating circumstance, no late-cancellation fee will be charged. Meeting Services is not responsible for any lost fees, deposits, etc, paid to any outside vendor or organization, or to another Emory department as a result of a cancellation.

Care of the grounds
Balloons, paint, shaving cream, hay, fake snow, streamers, glass or other materials may NOT be used on or near the Quad without written permission of Meeting Services. If you are planning any decorations,
you must get approval from Meeting Services 2 weeks prior to your event. The removal of any
decorations is the responsibility of the group, and costs associated with the removal of any remaining
items may be charged to the group by Campus Services.

Damages
Any damage or loss to the Quad or its surroundings will be billed to your account. This includes, but is
not limited to the grounds, sidewalks, chain guards, irrigation system, etc. The Quad is an open space
and other activities must not be hindered due to untimely clean up of items left from your event. Clean
up charges may be assessed.

Deliveries
Deliveries made to the Quad must be arranged through Meeting Services to ensure that conflicts with
other events will not arise. A copy of all agreements made with outside vendors must be issued to
Meeting Services.

Electricity
If you need access to electricity, please contact Meeting Services in advance of your event.

Extension cords must be carefully located to ensure safety of all guests and that guests in wheelchairs
have access to and around the sidewalks. If special accommodations are needed due to a disability or
chronic medical condition, contact the Disability Services Office @ 404.727.6016 voice or 404.712.2049
TDD.

Food
The food policies put forth by Food Service Administration must be met when food is part of any event
at the Quad. This includes the use of approved food providers and compliance with safe food handling
guidelines. Only Sodexo and approved food providers can sell food on campus. No meat with bones can
be served. Drinks should be served in recyclable cups or bottles. No glass or pop-top cans of any kind
are allowed. Your plan for food must be presented to Meeting Services for approval 2 weeks prior to
your event.

Fundraisers
The Quad cannot be reserved for any fundraisers unless the money raised goes directly to the charitable
organization. The event planner must provide the name and address for the charity and how the money
will be used.

Grounds Conditions
Events may be cancelled due to the condition of the grounds. Twenty-four hours prior to an event,
Grounds personnel and Meeting Services management will inspect the grounds to determine its
condition. If the condition presents a safety concern or a maintenance concern, the event may be
cancelled. At that time, the event coordinator will have the option to reschedule the event or move it to
an alternative location. Because this is an outdoor venue, an alternative plan should be part of the
original planning process.

Rental Fees
Emory student organizations and departments can use the Quad without paying a rental fee. If Meeting
Services determines that a manager is required, events with 50 or more participants will be charged a
fee of $25/hour.
**Reservations**
Reservations for events with 50 or more participants and which include food, music and deliveries, must be made no less than 2 weeks in advance. Events with 50 or fewer attendees without food, music and deliveries should be made no less than 1 week in advance. No event should be advertised until the event is confirmed by Meeting Services.

Incomplete request forms will not be processed. A scheduling meeting will be required for all requests.

**Restroom Access**
Restroom access in buildings near the Quad is limited to those with valid EmoryCards and only during operating hours.

**Sound Equipment and Ordinances**
Prior approval must be given for all amplified sound. This includes public address systems, bands, etc. Amplified sound will NOT be allowed during class hours or final exams. This includes sound checks. Any sound equipment that will be set on the grass must be on a solid surface such as plywood. The organizing group is responsible for ensuring that song lyrics or any amplified sound does not include profane, lewd, or suggestive lyrics. Events with sound may not begin before 5 pm and must end as shown:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday/Saturday</td>
<td>11 pm</td>
</tr>
<tr>
<td>Sunday through Thursday</td>
<td>10 pm</td>
</tr>
</tbody>
</table>

**Stage**
The use of the stage for any purpose must be approved by Meeting Services. You must contact the Director of Fire Safety to ensure the stage meets all Fire Codes and Life Safety Codes.

Delivery and installation of equipment must be arranged through Meeting Services. A copy of all agreements made with outside vendors must be issued to Meeting Services.

**Tables, Chairs, Tents and Other Equipment**
You must contact Campus Services for assistance with electrical needs, table/chair delivery, tents, trash cans, crowd barriers, etc. Generally tents and other structures are prohibited from the Quadrangle, but exceptions may be made for signature university events. If there is a tent used tents larger than 201 square feet require a permit from DeKalb County which you must arrange through Emory Fire Safety, 404.727.7378. Tents must be secured by sand bags or water barrels---stakes are prohibited. Delivery fees may be assigned, so have your SmartKey ready. Deliveries of Campus supplied items and arrival of vendors/performers must be scheduled through Meeting Services so that deliveries will not conflict with scheduled activities.

Meeting Services is not responsible for items delivered for your event. Items left on the Quad that is not removed immediately after your event are your responsibility.

**Trash**
The appropriate removal of trash is the responsibility of the event coordinator. The event coordinator should consider how to manage the trash created by the food and/or decorations and should consult with Campus Services personnel on the best way to deal with the type of trash created by the event. You must present your trash removal plan to Meeting Services 2 weeks prior to your event.
All trash, litter, decorations, banners, including string, etc. should be removed promptly or they will be removed and a charge will be assessed. Arrangements for the removal of trash and ordering of trash containers MUST be made by contacting Campus Services at 404.727.7463 at least 2 weeks prior to the event. A fee for trash not removed from the field will be assessed to the group.

**Vehicles on the Quad**
Vehicles are prohibited from driving on the Quad without the permission of Grounds and Meeting Services.

**Weather**
Extreme weather that is deemed dangerous may prevent the event from happening. Meeting Services and the event coordinator will meet 24 hours in advance of the event to review the weather report and to determine the best option. At that time, the event coordinator will have the option to reschedule the event or move it to an alternative location. Because this is an outdoor venue, an alternative plan should be part of the planning process. You must have a rain plan in place.