

## Use of Campus Landscape Spaces Policy

UNL student, faculty and staff organizations have many opportunities to use and enjoy the beautiful outdoor spaces on both City and East Campus. Both academic and social events are welcome if proper care is taken to protect landscape turf, plantings, and related facilities.

### Spaces especially appropriate for outdoor events include:

- Greenspace north of the Nebraska Union
- Nebraska Union Plaza (permission is also required from the Union)
- Lied Plaza (permission is also required from Lied Center)
- Residence Hall courtyard spaces
- Greenspace south of the East Campus Union
- The Porch on East Campus (south of Ag Communications)
- Maxwell Arboretum on East Campus.
- Sheldon Art Gallery Garden (permission for use is also required from Sheldon)

There are many smaller greenspaces adjacent to campus buildings that can also be used for activities.

### Please follow these guidelines:

- 1 Student organizations need to obtain approval for outdoor activities through the Office for Student Involvement. This process requires organizational representatives to be in contact with Facilities Management & Planning, this reduces the chances for conflict with other users.
- 2 Faculty, staff, and other groups should also obtain approval for outdoor activities from Facilities Management & Planning. We can help choose the best location to fit the requirements of your event, and will work with your representative to minimize damages to landscape plantings, lawns and soils. In most cases, our approval can be obtained by phone. Call us at 402-472-4856.
- 3 If any damage beyond normal wear and tear is done to the site, Landscape Services will bill organizations for the cost of renovation.
- 4 Please do not use nails or staples to attach objects to the Perin Porch, Loerch Gazebo, or other wooden structures.
- 5 All organizations are responsible for cleanup and trash disposal related to their event. Those organizations using food catering services are encouraged to require their caterer to remove food wastes from the site.

1st barrel (0.25 cubic yard) \$12.00

Additional barrels 4.00/each

2 cubic yard dumpster 35.00 each

Additional dumpster \$10.00

6. Picnic Tables are available from Landscape Services:

1<sup>st</sup> Picnic Table \$25.00, each additional table \$10.00

Phone 472-4856 for service arrangements. Payment can be handled by check or requisition with company/center number. Call for service at least three working days

before the event. Weekend delivery is not available.

7. Vehicles: Cars and trucks must stay on paved areas, roads or parking lots. No driving on the grass! Visitor parking on campus is limited. Group parking arrangements can be made by calling Ron Fuller at Parking Services at 402-4728436. Groups will be charged to park on campus.

8. At the Perin Porch, table and chairs should be set up only on the south side of the structure, to avoid damaging delicate plantings to the north.

9. Group liability insurance is now required if you are holding an event on campus. Arrangements must be made with Greg Clayton at the Benefits office before your event is approved. Please call Greg at 472-8044 to find out information on this policy.

**Please note: The University campus is a public place. There are no guarantees that you will be the only individual/group utilizing the area.**

Call Landscape Services at (402) 472-2679 if you have any questions or information for us. We want you to have a great event, and enjoy our beautiful campus.