

STUDENT OUTDOOR EVENTS POLICY

- As per the Student Events Policy (available online at www.newpaltz.edu/sub/forms.html), all student clubs requesting to host an event must first complete a FUSE form and submit it to the Office of Student Activities and Union Services. For events held outdoors, this form is due a minimum of 21 days prior to your event (45 days in advance is recommended). This is due, in large part, to the logistics associated and services required for events held outdoors.
- The Office of Student Activities and Union Services will review the request to make sure it complies with this policy.
- The college has the authority to determine appropriate time and place for events held on campus property. Factors that affect permission for space may include, but not limited to, are: proximity to classrooms; proximity to campus residences; proximity to campus boundaries/neighbors; safety and security requirements; the scale/size of the event; the potential draw for attendance; access to power, lights, and other services; construction; anticipated/scheduled campus programs such as commencement or convocation.
- In order to support the academic mission of the institution, no amplified sound will be permitted near classroom buildings while classes are in session. No events will be approved outdoors during Final Examination periods.
- Outdoor events on the Old Main Quad with amplification have a curfew of 9:00 p.m. (Friday-Saturday) or 6:00 p.m. (Sunday-Thursday). All other campus locations are 10:00 p.m.
- Work-orders for power, water, equipment, security, etc. will be placed by the Office of Student Activities and Union Services on behalf of the student group. This must be done at least 10 days prior to your event.
- Groups must provide details of power requirements for their event in advance for making arrangements for a power supply. Groups needing excessive power access may be required to rent generators. At no time shall groups run power cords through doors and windows to adjacent campus buildings.
- Staging (delivery of tables, chairs, etc.) for your event will take place in the nearest authorized campus building. Typically these facilities are:
 - Old Main Quad (Old Library Lobby)
 - Parker Quad (Capen Hall Lobby)
 - Hasbrouck Quad (Hasbrouck Dining Hall Lobby)
 - East/West Intramural Fields (Lenape Hall Lobby)
 - Athletic Fields and Track (AWC Lobby or Track Shed)
 - Excelsior Concourse (Lecture Center Lobby)
 - Student Union Concourse/Plaza (Student Union Lobby)
 - Residence Hall Events (Nearest Residence Hall Lobby)
 - McKenna Patio (McKenna Theatre Lobby)
 - The Pond Patio (South Classroom Building)

- Groups may only access these staging areas for picking up equipment ordered for their event. Groups must also return equipment to this location upon the completion of their events. Outside of set-up and breakdown, groups shall not access these facilities for any purpose.
- Campus buildings adjacent to your outdoor event are not designated areas of refuge in the event of inclement weather. It is expected that groups schedule and use a reserved rain-site location or rain-date in the event poor weather conditions are forecast.
- Campus buildings adjacent to your outdoor event are not designated bathroom facilities for your event. Attendees should travel to their residence hall or the Student Union for access to bathroom facilities. For large events, groups may be required to rent porta-potties.
- Groups must set-up all equipment at least 25 feet away from any campus building entrance. No equipment should block entrance or egress from these facilities.
- Groups are expected to leave the grounds as they find them. Please remove all debris, literature, etc. caused from your event.
- Groups shall not damage or alter campus grounds (i.e. trees, bushes, grass, asphalt, etc.) in any way.
- Groups shall not block any marked walking pathways or sidewalks for pedestrian use.
- Use or access to the pond (a.k.a. – the gunk) is strictly prohibited.
- Groups hosting their own BBQ will only be permitted to do their own food prep and grilling if anticipated attendance is less than 50 people. Any event expected 50 people or more requires use of an approved vendor.
- BBQ grills must be set-up at least 25 feet from any campus building.
- Any group raising a tent or canopy must obtain permission through an application for Use of Tents, Canopies, and Other Membrane Structures with the Office of Environmental Health and Safety. These applications are available in the Office of Student Activities and Union Services.
- If a group is going to have a piece of equipment that needs to be staked or tied down, please make sure the Office of Student Activities is aware. Hammering stakes into the ground will require the hosting group/vendor to make arrangements for underground gas/power/etc. lines be marked.
- Any group doing a run, walk, parade, or other similar event that will leave campus property onto local village streets must complete a separate application with the Village of New Paltz. These applications are available in the Office of Student Activities and Union Services. Please submit a copy of your application and approval from the village to the Office of Student Activities and Union Services.