

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Scheduling and Use of Selected Campus Lands & Grounds (Green Space)

**FROM:** Facilities Use Committee

**DATE:** November 2015, August 2007, July 2005, September 2002

The ability to schedule activities on designated Green Spaces becomes more of a challenge as the University loses these areas to construction and the increase of building footprints. In an effort to preserve and maintain Green Spaces, the following guidelines have been developed to enable the University to maintain the condition of these areas. The guidelines are based on recent usage/requests and are intended as guidelines to prevent overuse/damage to the turf in these specific areas. Questions about who controls specific Green Spaces on campus should be directed to [Campus Event Services](#).

**GENERAL GUIDELINES FOR GREEN SPACES**

The following guidelines apply for the use of these areas in general. Each area may have more specific guidelines to accommodate the unique nature of the area.

1. University Departments, Registered Student Organizations, and University Affiliated Groups wishing to reserve or schedule a special event or activity on any Green Space first must contact Campus Event Services Office (CESO). CESO shall inform the requester of the standard requirements for the requested space and send out an *Event Alert* (see G-14) to notify those concerned of a request to schedule that space.
2. If appropriate, weather and the current condition of the area shall be assessed. It is understood that scheduled events shall be cancelled or moved if excessive wetness or rain shall cause pedestrian traffic or any part of event activities to damage the area.
3. Amplified music/sound shall be in accordance with existing policies including UW Facility Use Policy P-5 and City of Madison zoning approvals for use of specific sites.
4. The group wishing to reserve the space shall be fiscally responsible for any permanent damage to the area as determined by FP&M Environmental Services staff. Groups are also responsible for cleaning up the area upon completion of the activity and/or event.
5. UW Grounds maintenance activities (sod aeration, fertilizing, etc.) have priority and shall be scheduled based on the needs determined by FP&M Environmental Services staff. FP&M staff may reserve specific sites for these maintenance activities to assure work is completed in a timely manner.
6. Use must comply with UWS 18 (Conduct on University Lands) and other applicable regulations.

**SPECIFIC GUIDELINES**

In addition to the above general guidelines, the following guidelines apply for use of specific areas including, but not limited to:

**Engineering Mall**

- Minimize foot traffic on turf
- Set-ups mostly on hard surface

- No large-scale events, such as organized concerts, scheduled more than once a month (depending on weather)
- No athletics or organized sports activities
- No tents or stages set up for greater than 48 hours

### **Henry Mall**

- No tents or set-ups on turf (tables/chairs/stages)
- Not scheduled more than once a month (depending on weather)
- Not more than 50 people per activity
- No large-scale events such as organized concerts
- No athletics or organized sports activities

### **Muir Knoll**

- No tents or set-ups on turf (tables/chairs/stages)
- No large-scale events such as organized concerts
- No athletics or organized sports activities

### **Camp Randall North Lawn**

- Minimize foot traffic on turf
- No large-scale events such as organized concerts
- No athletics or organized sports activities
- No tents or stages set up for greater than 48 hours
- No dance floor or tent flooring allowed
- No vehicles allowed on turf
- No tailgating allowed at any time on the turf
- Approved catered events are allowed if turf/hard surfaces protected from heat, grease, and oil
- Must coordinate all staking (tents, etc.) with UW Grounds – nothing within 12in of irrigation lines
- Must maintain full service access to surrounding area
- Must receive approval from UW Grounds on stage placement (primarily south concrete pad)
- CESO to notify City of Madison District 5 Alder, via event alert, if event involves supplemental lighting and/or amplified sound

### **Observatory Hill**

- No tents or set-ups on turf (tables/chairs/stages)
- No large-scale events such as organized concerts
- No athletics or organized sports activities

## **OTHER AREAS**

**Other areas which could be considered appropriate for large outdoor gatherings include:**

- Allen Centennial Gardens (only scheduled with Horticulture approval)
- Botany Garden (only scheduled with Botany Department approval)
- East Campus Mall
- Humanities Courtyard
- Ingraham Deli/Bascom Hall (west side) Plaza Deck

- Kohl Center Plaza (only scheduled with Intercollegiate Athletics approval)
- Library Mall (area south of clock tower is City of Madison jurisdiction)
- Memorial Union Terrace
- Union South Plaza and Orchard Street
- Van Hise Plaza Deck
- Van Vleck Plaza Deck

## **SPECIAL EVENTS AND HOME FOOTBALL GAME DAYS**

Per the UW Police Department (UWPD) and Department of Homeland Security (DHS), Camp Randall Memorial Park and Camp Randall North Lawn are located within the established security perimeter utilized during various special events and all home football games. Special events include, but are not limited to, WIAA State Football Championships, UW-Madison Commencement, concerts, and events requiring full-scale UWPD security. Therefore, approval for use of Camp Randall Memorial Park and Camp Randall North Lawn shall come under the discretion of the Division of Intercollegiate Athletics starting at 7:00 a.m. two days prior to an event until 7:00 p.m. the day after an event. CESO shall black out use of these areas for future events during the specified timeframe in order to minimize scheduling conflicts.