

NORTHERN ILLINOIS UNIVERSITY

PARKS AND OUTDOOR RECREATION FACILITIES POLICY

1.0 STUDENT POLICIES
(Effective August 18, 2000 - edited 01/2001)

The parks and outdoor recreation facilities covered by this section of the policy include those areas which are or have the potential to be used for activities sanctioned by NIU. These areas include, but are not limited to the East Lagoon, West Lagoon/Eco Park, Martin Luther King Mall, Oderkirk Property, Central Park and Anderson fields. NONE of the outdoor facilities are available during the regular university office hours for events utilizing amplified sound with the exception of noon to 1:00 p.m. on the Martin Luther King Mall and Central Park.

The following guidelines for use of these areas are established in accordance with NIU codes and regulations (including the facilities use policy and the alcohol beverage policy), all policies of the Board of Trustees and all applicable State and Federal laws.

1. The parks and outdoor recreation facilities of NIU may be used by recognized student organizations for organized events by obtaining permission from:
 - a. Student Involvement and Leadership Development, Campus Life Building, Room 150, 753-1422 - for events of an entertainment nature (concerts, festivals, picnics, etc.) specifically at the Mall, East and West Eco Lagoons, Oderkirk Property, Central Park.
 - b. Office of Campus Recreation, 753-0231 for events of sports-recreation nature (games, intramural activities, etc.) specifically Anderson Fields and west campus dormitory areas.

Permission will be granted only to those organizations with a **trust or local fund account, or an accounts receivable number**. Requests from student organizations will be given priority over simultaneous requests by other university departments or qualified community groups. (See 2.0 Policies for non-student groups.)

2. In no case may an admission fee be charged, products sold, contributions solicited or funds otherwise raised on university property, except when permission is granted in accordance with these regulations. Such permission may be given to recognized student organizations only when the proceeds are used to defray the expenses of the meeting or to generate a reserve to meet an organization's stated objectives. In all such instances, written approval to undertake the meeting, event, or activity must be obtained from the Office of Student Involvement and Leadership Development.
3. Consumption of alcoholic beverages and possession of open containers of alcoholic beverages in campus parks and outdoor recreation facilities is prohibited.

Primary responsibility for the enforcement of this policy shall be assumed by the sponsoring user- organization, with support from the University Police, and either the Office of Student Involvement and Leadership Development or the Office of Campus Recreation. Persons acting in a destructive manner to the surrounding environment, disturbing the crowd, or violating the alcohol regulations will be subject to arrest, and prosecution under State law and/or the University Judicial Code.

4. User-organization responsibilities

- a. At least three (3) weeks before the event, a completed Space Requisition Form must be submitted with one of the above designated offices. By reserving the facility the user-organization agrees to abide by all applicable university regulations, Board of Trustees policies, and State and Federal laws.
 - b. The user-organization assumes the following "policing" responsibilities for the event:
 1. enforcing the alcohol regulations policy;
 2. overseeing the audience, maintaining order, and discouraging irresponsible behavior;
 3. making certain that litter is disposed of properly;
 4. contacting the University Police in case of any emergencies or disturbances.
 - c. At the conclusion of the event, the user-organization will be responsible for returning the area to its pre-event appearance. Failure to do so will result in denial of future requests for outdoor events and/or additional clean-up charges by the Grounds Department.
5. Motor vehicles are prohibited on these facilities except for official business in connection with the event (e.g. transporting equipment, University Police, Ground's Department, etc.).
 6. The municipal code will be used as a guidelines for sound levels at all outdoor events except in special cases where prior approval has been granted.
 7. Bonfires will be allowed only in designated areas of NIU's parks and outdoor recreation facilities following written approval from the Office of Student Involvement and Leadership Development.
 8. All events held at NIU's parks and outdoor recreation facilities must be completed by midnight. Amplified sound will be allowed at the following hours:

Martin Luther King Mall:	Weekdays - Noon to 1 pm Fridays - 4 pm to sunset** Weekends - 10 am to sunset**
East Lagoon:	Fridays - 4 pm to sunset** Weekends - 10 am to sunset**
West Lagoon:	Weekdays - 4:30 pm to sunset** Weekends - Noon to sunset**
Central Park:	Sun.-Th. - noon to 10 pm Fri.-Sat. - noon to 11 pm (set up as early as 10 am)

**These times may be extended to 10:00pm with prior approval from the Office of Programming and Activities Director.

**FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN THE LOSS OF
PRIVILEGES AND/OR SERVICES**

(revised 7/98sjj)

**Northern Illinois University
Student Involvement and Leadership Development
PROCEDURES FOR STUDENT ORGANIZATIONS FOR OUTDOOR FACILITIES**

1. Submit a Request for Outdoor Facility form six (6) weeks prior to scheduled date of event, to the Reservationist. Permission will be given on a first-come, first-served basis with priority given to student group requests over faculty or community requests, if such requests are made simultaneously.
2. At time of request, student organization will be given a Parks and Outdoor Recreation Facilities Policy, an Outdoor Event Worksheet, and if needed, the Reservationist will make appointment for student organization with the appropriate person(s), depending on the nature of the event.
3. The completed Outdoor Event Worksheet must be submitted to the Programming and Activities office three (3) weeks prior to the date of event.
4. Once a request is granted, the officers and faculty advisor of the user-organization must sign a Space Requisition Form, which allows the appropriate university departments (e.g. Grounds Department, University Security, Technical Services, etc.) to be notified of the event. This form must be completed at least 10 (ten) working days before the scheduled event.
5. Notification of the cancellation of an event must be made to the office originating the facility agreement as soon as possible, but at least 24 hours before the event. Cancellation for a weekend and/or Monday event should be made no later than by Friday at 1:00 pm.
6. Any charges incurred in conjunction with the event (Grounds, electrician, etc.) will be billed by the appropriate departments to the user-organization, regardless if event is cancelled.
7. To facilitate the enforcement of the university alcohol regulations, the user-organization shall:
 - a. announce the policy in all of its publicity campaigns;
 - b. announce the policy at regular intervals during the event;
 - c. post signs clarifying the policy at the grounds of the event;
 - d. clarify the policy to any persons in violation of the statutes at the event;
 - e. notify the university police in case of any serious disturbances and violations of this policy.
8. The University Police will be notified of all scheduled public events and thus will be patrolling these areas on a regular basis. In special circumstances, the Offices of Campus Recreation and/or Office of Programming & Activities may require the continued presence of university police and student security officers during the event. Such charges (if any), for police or security services will be billed to the user-organization.

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(revised 7/98sjj)

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The following guidelines and procedures for use of these areas are established in accordance with NIU codes and regulations, all policies of the Board of Trustees, and all applicable State and Federal laws.

1. Qualified university departments, faculty groups and community organizations with accounts receivable numbers or trust or local fund accounts may request permission to use NIU's parks and outdoor recreational facilities if such areas have not otherwise been reserved by recognized student organizations. Non-student group requests will be subject to the approval of the Associated Provost for Student Services and the Associate Vice President of Finance and Facilities. Business Affairs, in accordance with NIU's Premises and Facilities policy.
2. University premises and facilities are not available to non-university organizations for presentation of public events when any part of the admission fee or funds otherwise raised is sought to accrue to the benefit of such organizations or any individual, even though such funds may also be used for charitable or public purposes.
3. All exceptions to these policies will be made on an individual basis by the President of the University.

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(Revised 7/98sjj)