UCO Campus Event Set Up Guidelines

All event planning should be coordinated at least ten business days in advance of the event. The requirements listed below should be followed for any event that is held on the UCO campus. We ask your cooperation in the interest of safety and protection of assets.

Driving On Campus
UCO will not permit vehicles of any kind to drive or park on grass areas or sidewalks without prior permission.

Vehicles are permitted to drive only on designated roads and sidewalks. Maps will be provided by the UCO Physical Plant or DPS.

All vehicles with more than two (2) axles must have prior approval before entering campus. No tractor-trailer style vehicles are permitted to drive on campus sidewalks.

Driving over the blue bollards will not be permitted. Bollards can be removed upon request only by UCO personnel.

Vehicle parking for vendors and staff will be allowed only in pre-determined areas.

Event Set Up
All events must be coordinated with the Police Services, 974-2345 and Physical Plant 974-2247.

All vendors must have a contact person on site throughout the event with their telephone number given to Physical Plant and Police Services.

All vendors must be self-supporting and provide their own extension cords, hoses, generators etc.

Water and electric can be provided with advance approval from the UCO Physical Plant. These services are only available in limited locations.

UCO will not be responsible for loading or unloading of items to be used for the event.

All tents must be weighted down with water barrels, sandbags or concrete blocks.

Vendors will be required to make provisions for portable restrooms in pre-approved areas only. It should not be assumed that campus buildings will be open during the event unless coordinated in advance.
UCO will not permit painting or marking of any kind on grass areas or sidewalks without prior approval from the Physical Plant.

All pets must be on a leash, not longer than six feet, at all times. Pet owners are required to clean up after their pets.

All groups must provide litter patrols during and after the event. Dumpsters will be identified prior to the event for trash disposal.

No activities of any kind are permitted in Broncho Lake.

No stake of any kind or any other items shall be put into the ground without prior approval from UCO Physical Plant, who will ensure the proper utility locate procedures are completed.

**DEATH OR SERIOUS INJURY CAN RESULT FROM ELECTRIC SHOCK**

All repairs required due to damaged IT lines, irrigation, and power lines from items placed below grade without approval of UCO will be charged to the event sponsors.

**Fees For Services**

With sufficient notice (at least 10 business days), UCO Physical Plant can provide and set up the following items:

- Tables $3.00 each
- Chairs $1.00 each
- Staging $5.00 each 4’ x 8’ section in heights of 8”, 16”, 24” and 32”
- Trash cans/liners $1.00 each/$15.00 per box of 80
- Barricades $5.00 each
- Ice Tanks $3.00 each
- Hanging of banners $15.00 per banner hung.
  (Only Physical Plant personnel may hang banners in approved locations)

If a group is having a fund raiser event, such as a concert where admission is charged, then the Physical Plant will expect to be paid for all labor and materials used to support the event. If an event involves only on-campus students, faculty or staff activities, then the Physical Plant will normally provide labor and materials for free within existing assets and capabilities. If additional resources are required, then the requestors must pay for the labor and materials. Services are provided on a first come first serve basis.

Groups using any items provided by the Physical Plant will be liable for loss or damage, regardless of whether it’s rented or provided for free.