



Outdoor Event Space Requests

Terms and Conditions

Fees may be applicable. Contact Conference & Event Services for information concerning these fees. Credit card information will be required to reserve the space. Event Requester will incur any additional costs resulting directly or indirectly for the event/activity and any costs related to clean up, trash removal, or other costs required to return an area to its original form. Use of Amplified Sound is prohibited near residential community areas and near all academic buildings during scheduled classroom use unless special permission is given. No amplified sound permitted after 10 p.m. EMU reserves the right to disband any function if it affects campus safety and/or security.

Restrictions

Food served at outdoor events shall follow the “Board Catering Policy. 14.9” at emich.edu/policies/policy.php?id=64

Tents (other than 10' x 10' pop-ups) require approval from Physical Plant. Additional fees may apply.

Vehicles and Trailers

Sizes, quantities and locations will be reviewed by the Physical Plant Grounds and Parking Department, which will have final placement approval.

Parking

Park in legally designated areas only. Driving or parking on lawns is not permitted, even for approved events.

Alcohol

Alcohol is prohibited at outdoor events.

Insurance Requirements

EMU's CES Office will coordinate with Risk Management early in the process after the event scope is defined. Corporate entities must present proof of liability insurance

naming EMU. Others may be required to show it as well, as determined by Risk Management.

Giveaways

Any giveaways bearing EMU's name or logo must be approved by EMU's Office of University Marketing, **734.487.2483**.

Signage

Any signage, banners and the like must be approved by EMU's Physical Plant and Office of University Marketing, **734.487.2483**.

Prohibited items

Examples include indoor furniture, carpet, personal grills, signage, advertising, sales and raffles. Nothing shall be attached to trees and plants.

Additional Requirements

Depending on the size and scope of your event, there may be additional requirements, such as the need to rent porta-potties, pay for clean-up, etc.

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