

We're Here to Help

UMass Amherst Physical Plant supports various campus-wide events including Commencement, Move-in, Open House, Homecoming, Alumni Weekend, and the Faculty Convocation

Facilities & Campus Services **OUTDOOR EVENT/ LAND USE PLANNING**

Physical Plant's Role In Outdoor Events

Physical Plant oversees the use of land for outdoor events. A student or academic group wanting to host an event outdoors on campus coordinates with Physical Plant for these reasons:

First, Scheduling:

Your event location will be exclusive

to you on that day and time; no double-booking.

Second, Readiness:

Your event area will be readied for you: clean and tidy, with whatever you've requested in place.

Third, Preventive Measures:

The university is shared by all of us. Physical Plant staff will help prevent injury to you and damage to the

grounds. For instance, tent stakes may damage underground utilities like electricity or plumbing, unless those utilities are properly marked.

Fourth: Permits & Approvals:

We assist with multiple permits (Dig Safe, tent, building) and will coordinate approvals (parking, athletics, etc.), or refer you to the appropriate department.

HOW TO BEGIN

How to Initiate an Outdoor (Land Use) Event

Campus Pulse

If you are a Resident Student Organization (RSO), you begin *two weeks or more* prior to your event by submitting a request for your event through [Campus Pulse](#). Student Life will process your request, and send it along to Physical Plant personnel who will follow up with you.

— OR —

Outdoor Event Request

Any non-student (faculty, staff, department) wishing to host an event in any outdoor space on campus must submit an [Outdoor Event Request](#) (OER).

But first...

Please review the details that follow. We will help you to coordinate scheduling, readiness, preventive measures, and permits and approvals so that your event runs smoothly and safely.

Timeline

Submit an OER ten (10) working days prior to your event. This amount of time is required so that scheduling, readiness, preventive measures, and permits and approvals can all be put in place in a timely manner. Any OER that is sub-



mitted less than ten working days prior to any event may be rejected. Services and permits cannot be secured in less than ten working days.

Your Details

The OER is a tool for you to describe the event in detail —the place, the activity and your needs. Physical Plant will respond and help ensure all your service needs are met. For example, electricity, trash or recycling receptacles, water, lawn mowing, or other services might be needed for your event.

The Physical Plant Event Calendar

You have the ability to see [the Physical Plant Event Calendar](#) that is kept up-to-date with approved events.

View campus events already approved and their location. Avoid a conflict with a time/space that is already booked. Be ready to request a time/space that is available.

BILLABLE RATE

All event-related services have established fees (see our current fee structure on page 6). You will receive an estimate for these fees once you have submitted an Outdoor Event Request.

PERMITS & APPROVALS

Permit & Approval Types

The permits and approvals needed for your event depend greatly on what either your Student Pulse or OER request entails. An event with multiple needs may require multiple permits and approvals.

Most approvals are coordinated by Physical Plant. When an application or permit is something you will need to do yourself, Physical Plant will instruct you to do it.

Environmental Health & Safety (EH&S)

Tents, food, animals, etc., will need [EH&S](#) approval for the health and safety of all. Physical Plant may instruct you to contact EH&S when they need more information from you.

For instance, you will contact the

EH&S fire prevention services supervisor, Michael Swain, at 545-5120 or mjswain@ehs.umass.edu in order to arrange the use of any stages, platforms or tents.

Parking

Any request that involves parking areas requires [Parking Services](#) approval, which Physical Plant will secure for you.

Housing

Residential gathering spaces (such as SW Beach Quad, North Quad Area, etc.) will be sent to the Associate Director of Residential Life for Operations. Physical Plant will secure this for you.

Campus Center

Any request that involves land surrounding the Campus Center or Student Union requires their approval, which Physical Plant will secure.

Police

Any event impacting roadways, traffic, road closures, or that exceeds campus boundaries, must be approved by UMPD. Such approvals will be secured by Physical Plant. If your EOR involves Amherst town streets or property, you may be instructed to contact the Amherst Police Department directly at 413-259-3000.

Dig Safe—UMass

Utility companies everywhere, including Physical Plant Utilities, must comply with federal and state law. Any time ground will be broken on campus, a [Dig Safe Request](#) must be submitted. Tents and signs require Dig Safe protection to avoid damage to underground utilities like electric and fiber-optic conduit, telecom and television lines, water, and steam and sewer lines.

Submit a Dig Safe Request no later than ten (10) working days prior to your event. RSOs must work with Student Activities, giving the most precise description possible of the location they want to use.

Office of the Vice Chancellor

All OERs will be sent to the Office of the Vice Chancellor of Administration and Finance for final approval only after all other approvals have been acquired.

Final Approval/Disapproval

Physical Plant will notify you when all the approvals are either in place, or denied. Final approval may be withheld for reasons of health or safety.



PERMITS & APPROVALS continued

Vehicle Access

Some areas on campus are pedestrian-only zones. Vehicle access to these pedestrian-only zones requires a [Vehicle Access Request](#) at least ten days prior to the need. RSOs must work with the Student Activities and Involvement (SAI) for this request.

Amplified Sound

The University's *Regulations for Use of Property* regarding amplified sound, state:

"The use of amplified sound must be specifically approved by the Student Activities Office. The sound level is to be maintained at low volume due to the close proximity of classrooms and offices, and sound emission beyond the perimeters of the reserved area shall be at a reasonable level. Amplified music will not normally be permitted during class hours."

Liability Release

For some activities including, but not limited to, inflatables, dunk tanks, and climbing walls, every participant is required to sign a [liability release](#).

The event organizer must verify that all participants are older than 18, and if not, verify a parental signature. The event organizer is also re-



sponsible for having the participants sign the release and must keep the signed copies on file for a minimum of three (3) years from the date of the event.

Indemnity Affirmation

If your event includes potentially hazardous activities (rock wall, inflatables, etc.) you are required to have your vendor(s) provide evidence that they are insured/covered for injury and they need to assume all liability by signing an [Indemnification Affirmation](#).

When you are filling out the OER, if you choose Activities under Event Requests, you will be required to click the Indemnity Affirmation check

box. Once you have checked the box, you will need to have your vendor(s) fill out the Indemnity Affirmation. You may also click on the link under the Indemnity Affirmation on the OER. RSOs work with their SAI advisor on this.



QUICK REFERENCE RESOURCES

Physical Plant Outdoor Events/Land Use Liaison

Donna Bourguignon

dbourgui@admin.umass.edu

413-545-6512

Physical Plant Grounds/Custodial

Pam Monn, Assistant Director

psmonn@facil.umass.edu

413-577-3106

Physical Plant Dig Safe

Randy Boivin, Technical Specialist

rboivin@facil.umass.edu

413-545-4903

Roy Page, Technical Specialist

rpage@admin.umass.edu

413-545-4903

Tent, Platform Permitting

Mike Swain, Supervisor

EH&S Fire Prevention Services

mjswain@ehs.umass.edu

413-545-5120

Campus Catering

catering@mail.aux.umass.edu

413-577-8234

Residential Life

Jenna Rostek

Assoc. Director for Operations

rostek@umass.edu

413-545-6911

Campus Center/Student Union

Donald Lamothe, Director

dlamothe@umass.edu

413-577-8218

Parking Services

Greg Wheeler, Asst. Manager of Operations

gjw@admin.umass.edu

413-545-0065

Environmental Health & Safety

413-545-2682

Facilities Solutions Center

413-545-6401

Umass Police Department

(Non-emergency)

413-545-2121

Amherst Police Department

(Non-emergency)

413-259-3000

Facilities & Campus Services— Service & Space Requests

Campus Pulse

Physical Plant

Student Activities and Involvement (SAI)



EVENT SUPPORT & SERVICE FEES

Event Service Fee Schedule

Services are provided for campus events at a billable rate set through the University. Services outlined in this brochure are *estimated* charges based on those rates and the *estimated* amount of time required to provide those services. Services provided over estimated times will be charged at the hourly rate.

Utilities Rate \$50.51/Hour

Mechanical Trade

Task	Hrs	Est. Cost
Water (per gallon)	N/A	\$0.01/gal
Activating fire hydrant, installing backflow preventer, testing/picking up backflow preventer	4	\$202.04
Entry for Dig Safe	1.5	\$75.77

Electrical Trade

Task	Hrs	Est. Cost
Set up/pick up of temporary electrical panel (if additional power required)	4	\$202.04
Setting/usage of yellow jackets to cover electrical cords	2	\$101.02
Charge for unreturned yellow jackets	N/A	\$50.00/unit
Check power supply at desired location (<i>enough power at location</i>)	N/A	No charge

Waste Management Rate \$49.16/Hour

Task	Hrs	Cost
Delivery/pick up waste totes up to 10 Example: 4 Waste/4 Recycle/2 Food	2	\$98.32
Delivery/pick up waste totes 10-30 Example: 10 Waste/10 Recycle/10 Food	4	\$196.64
Delivery/pick-up waste totes over 30	6	\$294.96
UMass WM staff current rate (Food waste totes require staffing)	N/A	\$49.16/hr
Unreturned waste/recycling barrels	N/A	\$20.00/unit
Unreturned event/food compost totes	N/A	\$129.00/unit

Table rental Rate \$49.16/Hour

Task	Hrs	Est. Cost
6 tables delivery & pick-up	1	\$49.16
12 tables delivery & pick-up	1.5	\$73.16
Damage or replacement fee	N/A	\$165.00

Moving Services Rate \$38.99/Hour

Task	Hrs	Cost
Moving of supplies, equipment, etc.— <i>call for estimate</i>	N/A	\$38.99/hour
Moving boxes	N/A	\$2.50/box

Custodial Rate \$28.85/Hour

Task	Hrs	Cost
Restroom cleaning for length of event (must have 1 male & 1 female)	N/A	\$57.70/hour
Venue prep (1 hr before & 1 hr after)	2	\$57.70
Cleaning areas (Inside)	4	\$115.40

Landscape management Rate \$49.16/Hour

Task	Hrs	Cost
Use of dump trucks, loaders, etc. with operator	N/A	\$49.16/hour
Removal/return of bollards	1	\$49.16
Grounds - mowing/litter pickup	N/A	No charge
Cleaning parking lots (min. 4 people)	2	\$98.32

Sign Shop Rate \$50.51/Hour

Task	Est. Cost
Make, place and retrieve signs	\$15-\$20/sign+labor

All rates effective as of December 1, 2017