

# CAMPUS CENTER LOWER PATIO & UPPER PATIO, ACADEMIC QUAD, RESQUAD TISCH LIBRARY PATIO & ROOF

**NOTE:** All student organization requests for outdoor spaces need to be submitted three weeks in advance; a representative of the student group will be required to attend an Event Registration meeting.

All outdoor spaces must adhere to quiet hours due to residence halls, academic scheduling and other surrounding events.

- **Furniture:** All chairs, tables, podiums, tents, trash cans, recycle bins, or any additional needs must be submitted through a facilities on-line work order request at least one week before your event.
- **Food** may be brought into the space as long as it is cleaned after the event; certain situations may require a facilities cleaning after the event. (Outside food & Tufts Catering is permitted.)
  - To order Tufts Catering, call (617) 627-3411. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
  - Events with alcohol are not permitted in these spaces.
  - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **Grill** can be ordered through Tufts Catering. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
  - A **permit** is required from the Fire Marshall's office in accordance with the local and state Fire Prevention Regulations for any grilling that uses charcoal, wood, or propane/butane fuels.
  - Request for a permit may be made by filling out this [request form](#). There is no fee for the permit.
  - Please refer to the [Barbecue Safety Precautions](#) for additional information.
- **Electricity:** For safety, all power cords must be taped down and should not run across walkways or in front of doorways.
- **Music/Noise** should be radio friendly, place speakers so they face into the campus and please refrain from using amplified sound late into the evening (Sun-Thu after 9pm; Fri-Sat after 11pm).
  - **Lower Patio & Upper Patio:** Amplified sound is permitted during Open Block Monday & Wednesday 11:50 am to 1:05 PM. OCL has a sound system you may borrow per [OCL e-mail](#) request for use on the Lower or Upper Patio only.
  - Some outdoor events will require notice to neighbors, this will be determined at an Event Registration meeting.
- **Audiovisual Equipment:** There is no A/V equipment in these spaces.
  - Any A/V equipment must be ordered through an on-line request to Audio Visual Services at least 10 business days before your event. [A/V On-line Request Form](#)
- **TUPD:** May be required depending on the size and type of event, this will be determined at an Event Registration meeting.
- **Weather Cancellations:** Call the OCL at (617) 627-3212 *at least 24 hours* prior to your event start time; we will assist you in rescheduling your event and all associated departmental work orders.
  - **Scheduled Rain Locations/Dates** are strongly recommended and may be requested on the [Online Space and Resource Scheduling System](#).

Events are subject to approval by multiple departments. Student events will require attendance at the weekly Event Registration meetings (Friday 10 a.m. Mayer Campus Center Room 203).

**It is important to remember that you and your organization are responsible for the proper use of any outdoor spaces. Groups that do not adhere to the room policy may lose the privilege to use the space in the future and may be charged for damages.**