UAB's Campus Green, affectionately known as “the Green,” is an open green space designed to be accessible, safe, attractive, and to be used by members of the University community and their guests. The Green is defined as the grassy area bounded by sidewalks, which include University Boulevard, the Campus Recreation Center and steps, Heritage Hall, Chemistry Building, Dining Commons, Camp Hall and 10th Avenue South. The Green is part of centuries old tradition in higher education: the provision of a peaceful, open-air area for thoughtful contemplation and social interaction. The UAB Green has been part of campus since 2008. It is the University’s “crossroads” and will be the site for many fond memories for future generations of alumni, as well as enjoyment for all current students.

GENERAL POLICIES

1. The scheduling of the UAB Campus Green (the Green) will be done on a first-come, first-served basis according to the following priorities:
   a. UAB-wide programs, committees, and recognized student organizations (in good standing).
   b. Faculty, staff, and administration on behalf of their UAB office/department or for those professional organizations/affiliations whose activities are sponsored and coordinated by a UAB office/department.

2. If any event on the Campus Green is in need of a table or tent they should contact Campus Recreation.

3. In order that appropriate accommodations may be provided, a notice of at least 2 weeks is required for scheduling the Green. Informal use or walk up usage of the green is always allow, but could be bumped for a scheduled event. Exceptions may be approved by the Assistant Director of Facility Operations of Campus Recreation.

4. Scheduling of events and activities for the Green will be handled through Campus Recreation by the Coordinator of Reservation and Events. Campus Recreation reserves the right to assign space (possibly different than requested) to best use all areas of the Green efficiently. Any alternate assignments will be placed in writing to the requestor prior to a confirmation being sent. This may also include recommending the use of other campus venues as an alternate location (i.e. the UAB Mini Park or the Commons Plaza).

5. Scheduling by recognized student organizations may be for only one semester at a time. Recognized student organizations may start submitting requests for an upcoming term, at the beginning of the prior term. (i.e. requests for fall semester could be submitted starting the beginning of summer semester).

6. UAB student programming groups and recognized student organizations will be required to have their advisor’s signature on all Facility Reservation Request Forms (link to form). Advisors will be notified of all changes and cancellations, though no signature will be required. This form will be found on the EMS system and UAB Campus Recreation website.
7. The Green will be divided into five areas that can be reserved individually or as a whole. The areas will consist of the North Green, the South Green, the North Plaza, the West Plaza, and the East Plaza.

8. To ensure the integrity of the Campus Green, the North Green, to include the North Plaza, and the South Green, to include the East and West Plazas, can only be reserved once a weekend (Friday night through Sunday night). This is only pertaining to large events to protect the green from being destroyed. Exceptions may be granted by the Office of Campus Recreation.

9. Security requirements for events taking place on the Green are to be determined jointly by the Campus Recreation and the Captain of Special Operations. Arrangements for security will be made through the Office of Campus Recreation, any payment for security is the renter’s responsibility.

10. Use of tobacco or smoking-related products is prohibited. See UAB Non-Smoking Policy.

11. Weapons and alcoholic beverages are prohibited on the Green. Reference UAB Dangerous Weapons and Firearms Policy.

12. Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. This is defined as placing all trash in containers placed on the Campus Green or disposing of trash in designated dumpsters. Users will be billed for cleanup that they do not adequately complete themselves. Individuals or groups will also be responsible for any damage to, or theft of, any property. Any arrangements and related costs and hiring Campus Grounds personnel to provide clean-up of the space for non UAB functions and or events which involve a for profit enterprise will be coordinated by Campus Recreation and charged to the renter.

13. All equipment used in events must be removed no later than two hours after the event has ended unless an extended time limit has been approved in writing by the Campus Recreation prior to the event. Special electrical needs, telephones, water sources, and other unusual needs for events can be supplied and requested on the Campus Recreation reservation sheet.

14. No banners, signs, or other materials may be affixed in any way to any trees. Logos and signage representing other colleges and universities is prohibited on signs and tents and other equipment used at the event.

15. Hammocks to light poles are prohibited.

16. Yard signs and chalking for events are permitted two weeks prior to scheduled event and must be removed within 24 hours of event ending.

17. No bonfires or fireworks permitted without special permission or permits. The use of charcoal grills and gas grills may be used with prior authorization from Campus Recreation and the UAB Department of Occupational Health and Safety.
18. Private food distribution is prohibited by non-UAB organizations.

19. Any vehicles, including golf carts, necessary in the set-up or conduct of an event shall not cross the grassy or treed portions of the Green without advance permission from Campus Recreation. Such vehicles should normally be operated solely on the brick walkways and other surrounding hardscape. Any damage done to the green or irrigation systems will be charged back to the renter. ANY OTHER VEHICLULAR TRAFFIC WILL NOT BE PERMITTED.

20. A scheduled use shall have priority over any unscheduled use, even when scheduling is not required by this policy. We encourage informal use of the Green.

21. Scheduled users will receive a permit indicating the location and other specifics of the event approved by the applicable University official (such as the hours of approved use and approval for any temporary structures, electrical power and/or sound amplification). The permit must be brought to the event location and available for inspection upon request throughout the duration of the event.

22. No permanent structures may be erected on the Green.

23. Temporary structures, to include but not limited to port-a-lets, are permitted on the Green to the extent their use and location is approved by Campus Recreation in connection with the scheduling process. No temporary structures that have a potential safety risk, or pose a threat to underground utilities and/or irrigation, as determined by Campus Recreation, including without limitation, stages and canopy tents, may be constructed or placed in these spaces unless approved by Campus Recreation. Temporary structures shall not be constructed or placed at the activity location earlier than the day of the scheduled activity, unless approval for earlier construction or placement is granted by Campus Recreation. All temporary structures must be removed promptly upon the conclusion of the scheduled activity and, unless approval is granted by the Campus Recreation. Stakes that are inserted into the ground for the purpose of securing a structure are only allowed with prior approval at the approved location. However it is the responsibility of all vendors to locate utilities through the Alabama One Call system http://www.all1call.com/index.html. All temporary structures must be approved in order to comply with ADA regulations.

24. All activities or events should not interfere with normal traffic patterns or flow on the Campus Green.

25. A proposed event must not present a safety risk or hazard to the participants, to others using the Green, or to underground utilities. The degree of risk and staffing requirements for all proposed events shall be determined by UAB Police and/or UAB Office of Risk Management and/or UAB Facilities and/or the UAB Department of Occupational Health and Safety. Each area will have input as necessary on case by case basis.

26. UAB reserves the right to cancel any event or activity, if, at any time before or during an event, it is determined that a sponsoring group or participants and/or vendors have breached or misrepresented conditions set forth in these guidelines. The sponsoring group or participants may then be subject to appropriate disciplinary action. In addition, UAB reserves the right to suspend use of the Campus Green due to extreme weather conditions (too wet or dry).
27. Any exception to these procedures must be approved by the Office of Campus Recreation.

28. When an event is in need of music, sound system or microphone they should respect that there are adjunct buildings around the Green.