

McDONOUGH FIELD POLICIES

It is the responsibility of the requesting group to actively enforce the policies listed below:

Alcohol

Alcohol is PROHIBITED except for events registered and approved through the Office of Student Leadership and Service (student organization) or DUC Operations (departments). It is your responsibility to comply with all the Emory University alcohol policies and security requirements which are outlined in the Eagle Source.

Animals

Pets and other animals are not permitted on the field.

Athletic Events

During Track and Field meets and practices, McDonough field will be closed to all other use. Due to the field size, softball and baseball games are prohibited.

Attendance

Maximum capacity of the field is 3,000. Events with 250 or more guests must contact the Director of Fire Safety to ensure all Fire Codes and Life Safety Codes are followed. Only Emory students, staff, faculty and one guest per Emory ID can attend events on McDonough field.

Availability & Reservations

You must request the use of the field no less than 15 business days prior to your event. Most events will require an event registration form, to be completed no less than 5 business days before your event. Some events may require a meeting with Meeting Services. Meeting Services reserves the right to deny a request based on short-notice, field conditions, event activities, etc. Planners must comply with event guidelines as outlined in the Eagle Source including completion of the Artist, Speaker, Performer Alert Form and contract protocol.

<http://www.osls.emory.edu/eaglesource.php>

Cancelations

Events should be canceled in writing to Meeting Services no less than 5 business days prior to the event. A \$50 late-cancelation fee will be charged with less notice for events of 50 or fewer participants. For larger events, the late-cancelation fee is \$100.

If the condition of the field presents a safety or maintenance concern or extreme weather is expected, the event coordinator will be contacted. At that time, the event coordinator will have the option cancel the event or move forward with their rain plan. Every event should have a rain plan indicated on the event registration form. If an event is canceled due to the field condition or other extenuating circumstance, no late-cancelation fee will be charged. Meeting Services is not responsible for any lost fees, deposits, etc, paid to any outside vendor or organization, or to another Emory department as a result of a cancelation.

Care of the field

Balloons, paint, shaving cream, hay, fake snow, streamers, glass or other materials may NOT be used on or near the field without written permission of Meeting Services. If you are planning any decorations, you must clarify on your event registration form. The removal of any decorations is the responsibility of the group.

Damages & Field Clean Up

Any damage or loss to McDonough Field or its surroundings will be billed to your account. This includes, but is not limited to the field, stage, fence, gates, padlocks, irrigation system, etc. McDonough Field is an open recreational field, and recreational activities must not be hindered due to untimely cleanup of items related to your event. You should not have any items on McDonough Field before your event set up time or after your event cleanup time. Costs associated with the removal of any items may be charged to the group by Campus Services.

Deliveries

Deliveries made to the field must be done during the set up time for your event to ensure that conflicts with other events will not arise. A copy of all agreements made with outside vendors must be issued to Meeting Services.

Electricity

If you need access to electricity, please indicate that on your event registration form. You should have access to the four outlets on the back left of the stage. You can plug in **two** machines (i.e., pop corn, cotton candy) at the base of each light pole.

Field Access

You must make a request through Meeting Services if you need specific gates opened for your event. Entrance points must be checked to make sure guests in wheelchairs have access to and around the field. If special accommodations are needed due to a disability or chronic medical condition, contact the Access, Disability Services and Resources office at 404.727.9877 (voice) or 404.712.2049 (TDD).

Food

The food policies put forth by Campus Dining must be met when food is part of any event at McDonough. This includes the use of approved food providers and compliance with safe food handling guidelines. Only Emory Dining and approved food providers can sell food on campus. No meat with bones can be served. Drinks should be served in recyclable cups or bottles. No glass or pop-top cans of any kind are allowed. Please include all details of your food plan on your event registration form.

Fundraisers

The field cannot be reserved for any fundraisers unless the money raised goes directly to the charitable organization. The event coordinator must provide the name and address for the charity on the event registration form.

Lining the Field

You may NOT line the field yourself. Lining requests will be approved on a case-by-case basis, and you must request these services within two weeks of your event. Fees may apply.

Rental Fees

Emory student organizations can use McDonough Field without paying a fee. Off-campus organizations will be charged a rental fee based on the type and size of the event, and will be required to provide a certificate of insurance. Charges are determined by Meeting Services.

If Meeting Services determines that a manager is required, events with 50 or more participants will be charged a fee of \$25/hour.

Restroom Access

Restroom access in the WPEC and the first floor of the DUC during building operating hours (a valid ID will be required for the WPEC). If your event will extend beyond operating hours, you may need to rent porta potties to be placed along the walkway outside of the field. You can arrange this through Campus Services.

Sound Equipment and Ordinances

Use of amplified sound must be indicated on the event registration form. This includes public address systems, bands, etc. Amplified sound will NOT be allowed during varsity tennis matches, track meets, soccer games, reading days or finals. This includes sound checks. Any sound equipment that will be set on the grass must be on a solid surface such as plywood. **Please be mindful that noise on McDonough field affects the adjacent residence halls. Keep amplified sound to a minimum.** Events, including sound checks and announcements, with amplified sound must take place during these hours:

Friday - Saturday	8am - 11pm
Sunday - Thursday	8am - 10pm

Stage

Use of the stage must be indicated on the event registration form. When requesting the stage, make sure to discuss what if anything will be hung from the stage overhang. The stage load limit guidelines, available from Meeting Services, must be strictly followed. There may be charges associated with the labor necessary to hang items. You must contact the Director of Fire Safety to ensure the stage meets all Fire Codes and Life Safety Codes. A copy of all agreements made with outside vendors must be issued to Meeting Services.

Tables, Chairs, Tents and Other Equipment

You must contact Campus Services for assistance with electrical needs, table/chair delivery, tents, trash cans, crowd barriers, etc. Tents larger than 201 square feet require a permit from DeKalb County which you must arrange through Emory Fire Safety, 404.727.7378. Tents must be secured by sand bags or water barrels---stakes are prohibited. Delivery fees may be assigned, so have your SmartKey ready. Deliveries of Campus Services supplied items and arrival of vendors/performers must be completed during your indicated event set up and clean up times. The event coordinator is responsible for items delivered for your event. Items left on the field after your event are your responsibility.

Ticketed Events

Events that require purchased tickets will be charged a \$100 fee or 5% of ticket sales, whichever is greater.

Trash

The appropriate removal of trash is the responsibility of the event coordinator. The event coordinator must consult with Campus Services personnel on the best way to deal with the type of trash created by the event at least 10 business days prior to your event. Your trash removal plan should be indicated on your event registration form. All trash, litter, decorations, banners, including string on the fence, etc. should be removed promptly or they will be removed and a charge will be assessed.

Vehicles on the Field

Vehicles are prohibited from driving on the field due to the irrigation system. Vehicles must stay on the asphalt road outside the field gates.