

PENN PARK
Facility Use Guidelines

CONTENTS

Section 1: Responsibilities

Section 2: Overview of the Space

Section 3: General Conduct

Section 4: Specific Requirements for Use of Athletic and Recreational Fields and Green Space

Section 5: Rental Permits – Procedure, Special Requirements, and Fees

Section 1: Responsibilities

The University of Pennsylvania is committed to providing state of the art athletic, recreation, and leisure time activities in a safe and welcoming environment for all students, faculty, staff, alumni and guests. The responsibilities, and guidelines outlined below are essential to ensure that each individual participant has an exceptional experience in Penn Park.

Responsibilities

As a valued member of the University of Pennsylvania community, you have the responsibility to:

- a. Abide by all policies, laws and regulations established by the University.
- b. Cooperate with all University staff members and abide by all sport facility regulations.
- c. Treat all individuals with respect.
- d. Take responsibility for personal and community safety and security.
- e. Recognize the financial, social and psychological value of Penn Park. Abuse of the Penn Park facilities violates the rights of all participants.

In order to provide a framework for our rights and responsibilities, the University has developed these mutual respect guidelines that provide expectations with regard to individual behavior in Penn Park.

Section 2: Overview of Penn Park

Penn Park has a variety of athletic and recreational facilities and green space areas for your enjoyment. Below please find the name, type and surface area of each facility or area:

- Adams Field (Synthetic Turf)
- Dunning Cohen Champions Field and Air Structure (Synthetic Turf)
- Multi-Purpose Stadium (Dirt Infield & Synthetic Turf Outfield)
- Hamlin Tennis Center
- South Green (Grass)
- South Lawn (Grass)
- Picnic Grove (Grass)
- Penn Park Plaza

A detailed map can be found at <http://www.facilities.upenn.edu/pdfs/PennParkMap.pdf>.

Section 3: General Conduct

All students, faculty, staff, alumni, and guests must conduct themselves properly and respect the facility and staff directives while enjoying Penn Park. Any actions that are noncompliant with these guidelines for Penn Park may be punishable by removal from the park, monetary fine, or arrest.

- a. **University Guidelines** – Individuals must obey all University policies and guidelines in addition to local, state and federal laws.
 1. Participants & guests must comply with decisions made by University of Pennsylvania facility managers.
 2. Facility managers have the authority to cancel events, and if necessary, contact University Police for assistance.
- b. **Prohibited Activities** – The following activities are strictly prohibited in all areas of Penn Park:
 1. **Smoking**
 2. **Climbing** trees, lamp posts, or fixed objects, including fences on athletic fields.
 3. **Golf**, unless part of an academic class.
 4. **Using artificial noise makers.**
 5. **Amplified sound**, except by permit.
 6. **Infliction or threat of bodily injury or emotional harm** - whether done intentionally or with reckless disregard, including threat or action in relation to making allegations of misconduct.
 7. **Lewd Behavior** – specifically, inappropriate sexual behavior and sexual harassment.
 8. **Hazing** conducted in any form.
 9. **Public urination**
 10. **Using the facility for personal financial gain.**
 11. **Trespassing** after hours.
 12. **Canvassing or solicitation** for funds, sales, or subscriptions in University facilities, unless written permission is granted.
 13. **Possessing or using illegal drugs**
 14. **Alcohol**, except by permit
 15. **Gambling**
 16. **Feeding animals**
 17. **Dogs off leash**
 18. **Unauthorized motor vehicles**
 19. **Riding bikes on bridges**
 20. **Skateboards**
 21. **Grills**, except by permit
 22. **Open flames**
 23. **Camping**

*Please see additional restrictions under the sections on **pets, alcohol, and bicycles and motor vehicle use**, within this section, and the specific requirements for each type of recreational and athletic space in the following section. University permit is required for field use, solicitation, commercial activity, alcohol, open flames and amplified sound. See Section 5 on activities that require a permit.
- c. **Litter** - Individuals and groups are required to clean up after themselves and reduce their recreational impact on the environment.
 - a. Deposit trash in the proper receptacles.
 - b. Deposit cans and plastic bottles in recycle bins.
- d. **Unsportsmanlike conduct** - Participants should display high standards of sportsmanship and cooperate fully with University staff to ensure safe, successful and enjoyable activities.

Damages

- a. **Property** - Individuals may not injure, deface, remove, cut or damage trees, plants, shrubs, synthetic turf, equipment or building and fixed structures.
- b. **Responsibility** – Any damage to the facility and/or equipment is the financial responsibility of the individual/group reserving the space. Payments for damages must be made to the Department of Recreation and Intercollegiate Athletics (DRIA) within 30 days.
- c. **Intended Use** – In order to eliminate potential damage, facilities may only be utilized for their intended purpose.
- d. **Alteration/Repair of Equipment** – Unauthorized alteration of equipment is prohibited.
 - Individuals are encouraged to report damages to the facility or equipment to DRIA or Facilities & Real Estate Services (FRES) staff.
- e. **Tampering** – Unauthorized use or tampering with utilities and any other facilities is prohibited.
- f. **Irrigation/Grass** – The use of tables, chairs, and any other equipment that might penetrate the grass and cause damage to the buried utilities must be approved prior to its placement.
 - Prior approval is required by DRIA.

Alcohol, Drugs and Controlled Substances

The University of Pennsylvania must comply with all federal, state and city regulations regarding the use cultivation, manufacture and sale and/or possession of alcohol, drugs or controlled substances. <http://www.hr.upenn.edu/policy/policies/713.aspx>. Consumption of alcoholic beverages in outdoor public areas such as walkways, building steps and porches, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol. Please see more information regarding consumption of alcoholic beverages under Section 5: Activities that Require a Permit.

- a. Any violation of Federal, State, or Municipal Laws is not permitted by the University and is therefore not permitted in Penn Park.
- b. Individuals may be denied use of Penn Park if they demonstrate signs of being under the influence of alcohol.
- c. Coolers are subject to inspection.

Safety

- a. **Awareness** – Participants and spectators should be aware of their surrounding and watch for flying balls, sticks, racquets and other objects.
- b. **Accident/Injuries** – In case of accident, injury or incident call the University of Pennsylvania, Division of Public Safety (DPS) at (215) 573-3333.
- c. **Proof of Identification** – Proof of identification must be presented upon request from authorized University of Pennsylvania employees.
- d. **Missing Person** – Report a missing person by contacting the Division of Public Safety at
- e. (215) 573-3333 or using one of the blue light emergency telephones located throughout the park.

- f. **Firearms, Fireworks or Other Dangerous Articles** – Pursuant to Penn POLICY NO: 706 they are prohibited. See link <http://www.hr.upenn.edu/policy/policies/706.aspx>
- g. **Lost/Stolen Property** – The University of Pennsylvania is not responsible for lost or stolen property. Please contact the Division of Public Safety at (215) 573-3333 to complete a report for lost or stolen property.

Bicycle & Motor Vehicle Transportation

- a. **Bicycles** – Bicycles are permitted in Penn Park, subject to the following use requirements:
 - 1. Prohibited on fields, lawns or planted areas.
 - 2. Must be secured to a bike rack when not in use. Additional information about bicycle safety can be found at: http://www.publicsafety.upenn.edu/Resources_safety
 - 3. May not be locked, secured or otherwise parked to handrails, fences, trees, bridges, or stored in any location that obscures the free ingress/egress of any stairway, walkways or in such a manner as to interfere with the access to facilities as required by the United States – Americans with Disabilities Act.
 - 4. Must be walked over the bridges.
- b. **Motor Vehicles** – Unauthorized motor vehicles are prohibited in Penn Park.
 - 1. A surface parking lot is located at 31st and Lower Walnut and is operated by Penn Parking and Transportation Services. Permits for the lot are restricted but can be requested by contacting parking@upenn.edu or 215-898-8667. Daily parking spaces will be allocated in this lot for visitors to Penn Park. Pay stations are located in the lot and parking enforcement will be managed via Penn’s ticketing and towing procedures ([Penn Parking Services](#)).
 - 2. Overnight parking, tailgating and staging of vehicles are strictly prohibited.
- c. **Shuttle Service** – Penn Transit Services will provide shuttle service to the Park. A schedule can be found on the [Penn Transit web site](#). Penn Transit Services are available to those with a valid I.D. from Penn, Drexel or University of the Sciences, or accompanied by someone with a valid I.D. from one of these institutions.

Pets

Pets on a leash are permitted in Penn Park. Owners are responsible for properly cleaning up and discarding their pet’s droppings.

- 1. Pets are not permitted on the athletic fields.
- 2. Pets may not be left unattended or tied to trees or fixed objects.

Section 4: Specific Requirements for Use of Athletic and Recreational Facilities and Green Space

In addition to the guidelines outlined in the previous **General Conduct** section, below please find a more comprehensive list of activities or actions that are **prohibited** on the playing surfaces and/or green space areas. These activities or actions have historically proven to cause damage or escalate wear and tear to a facility. Additionally, in order to minimize damage to the fields, the University reserves the right to close fields and cancel events due to inclement weather.

Prohibited Activities: Synthetic Turf Fields & Stadium – Adams Field, Dunning Cohen Champions Field, & Multipurpose Stadium

- a. Pets
- b. Food & drinks (other than water)
- c. Sunflower seeds
- d. Glass containers
- e. Gum
- f. Tobacco chewing
- g. Metal cleats
- h. Bicycling, skateboarding, inline skating, or scooter riding
- i. Grilling, propane, open flames
- j. Hitting directly in backstops and/or netting
- k. Scaling and jumping fences
- l. Warming up outside the designated areas
- m. Conducting activities on the skinned infield without a permit
- n. Conducting structured activities without a permit
- o. Moving, altering or removing equipment without authorization from DRIA
- p. Conducting camps or clinics without a permit
- q. Failing to utilize proper safety margins on playing field(s). Please refer to recommended safety margins set forth by the respective governing bodies (i.e. NCAA, NIRSA, FIFA, ASA USSSA, ICC, and NFHS).

Prohibited Activities: Hamlin Tennis Center

- a. Pets
- b. Food & drinks (other than water)
- c. Glass containers
- d. Gum
- e. Tobacco chewing
- f. Bicycling, skateboarding, inline skating, or scooter riding
- g. Shoes with marking soles. Only tennis shoes with non-marking soles may be worn on the courts (Shoes that may not conform will be checked by dragging the edge on the court entrance to see if it marks)
- h. Scaling and jumping any fence throughout the facility
- i. Conducting structured activities without a permit
- j. Moving, altering or removing equipment without authorization
- k. Conducting camps or clinics without a permit

Prohibited Activities: South Green

- a. Pets
- b. Glass containers
- c. Plastic and/or metal cleats
- d. Bicycling, skateboarding, inline skating, or scooter riding
- e. Conducting structured activities without a permit
- f. Moving, altering or removing equipment without authorization
- g. Conducting camps, or clinics without a permit

Prohibited Activities: Grass Lawns & Green Space

- a. Glass containers
- b. Plastic and/or metal cleats
- c. Bicycling, skateboarding, inline skating, or scooter riding
- d. Conducting structured activities without a permit
- e. Moving, altering or removing equipment without authorization
- f. Conducting camps, or clinics without a permit

Section 5: Rental Permits – Procedures, Requirements and Fees

The synthetic turf fields, stadium and green space areas may be rented by an individual and/or group and requires a fee. All requests are coordinated through the Director of Business Development for DRIA, Linda Buonanno at lbuonanno@upenn.edu. Rentals must be completed for structured events and/or for groups of 20 or more people.

Rental Process- The following process outlines the required steps to rent a field, the multi-purpose stadium or green space in Penn Park:

- a. Complete online facility rental request form. Forms are available online at http://www.pennathletics.com/ViewArticle.dbml?DB_OEM_ID=1700&ATCLID=205098592%20&KEY=&DB_OEM_ID=1700&DB_LANG=C&IN_SUBSCRIBER_CONTENT= Requests must be submitted at least 30 days prior to the date of the event.
 - **Please Note:** Completion of the rental request form does **NOT** guarantee approval to conduct the event.
- b. A confirmation email will be sent within 2 business days by DRIA to verify receipt of the rental request.
- c. DRIA will review the facility rental request and consult with FRES and DPS, as necessary, to determine the feasibility of holding the event. The request will be approved or denied at least 10 business days from the date the confirmation email was sent. Requests must meet the following criteria for approval:
 1. Facility is available.
 2. Event complies with all applicable University policies, procedures, rules and regulations including but not limited to use of Alcohol and Drugs, Non-Discrimination, Campus-Wide Open Space Policy & Procedures, Use of Facilities, Open Expression Guidelines, and Code of Student Conduct.
 3. Event is manageable based on standards set forth by DRIA, FRES & DPS and the Office of Risk Management.
- d. If the request meets the above criteria and is tentatively approved, the renter must schedule a mandatory Rental Planning Meeting with DRIA and when warranted, other appropriate University of Pennsylvania representatives. The information exchanged at the meeting will ensure that all parties are aware of the scope of the event and the terms of the contract. The meeting must be completed at least 15 business days prior to the event.
- e. After the meeting is completed, the renter will receive final approval or denial for the rental. Verification will be provided via email.
- f. If approved, the renter must provide proof of insurance and sign the rental contract at least 10 business days prior to the event. Additionally, the renter will receive a permit for the event.
- g. If a contract is not signed and/or proof of insurance is not provided the event may be cancelled. Contracts are not complete until both parties sign the contract and the renter provides proof of insurance.
- h. Large scale events that require support from FRES and/or the DPS will require additional lead time on the request and planning process.
- i. Guarantee of payment, in the form of a deposit, must be made at least 10 business days prior to the event. The following payment process will be required depending on whether the renter is an internal or external organization:
 - Internal organizations – Provide your 26-digit budget code to guarantee payment. The budget number will be charged after completion of the event.
 - External organizations – Provide a deposit in the amount of 50% of the estimated cost of the event. Payment for the balance of the cost of the event must be received no later than 30 days after the event. All payments should be made payable to the Trustees of the University of Pennsylvania.
- j. DRIA reserves the right to hold organizations financially responsible for damages or harm to the space(s) resulting from the organization's use.

***Priority Usage** – please note that the scheduling of athletic and recreation fields and the multipurpose stadium is based on the following priority system:

1. Athletic – In-Season Athletic Competitions & Practices
2. Athletic – Non-Traditional Season Formal Practices

3. Recreation – Open Recreation, Intramurals, Sport Clubs, & Fitness Programming
4. Athletics – Non-Traditional Team Season Conditioning /Individual Workouts
5. Rentals – Internal & External

Activities that Require a Permit

Permits are required for structured and/or organized activities, tents, grills, signage, commercial photo shoots, alcoholic beverages, and catered events. Participants may utilize facility areas on a first come first serve basis, but are subject to being displaced by and rental group with a permit. The following activities or actions may only be conducted with a permit:

1. **Structured or Organized Activities** – Structured and/or organized activities that are formal in nature and/or planned by one or more individual(s) requires a permit.
2. **Tents** – The use of tents must be approved in advance and requires a permit. Tents may not be staked to avoid damaging underground irrigation and utilities. For a complete tent guideline please visit http://www.publicsafety.upenn.edu/Resources/Safety_Guidelines/Guideline_7_Tents.pdf.
3. **Grills** - The following items must be completed to obtain a permit for a grill:
 - a. Complete a grill request form.
 - b. Approval and oversight will be administered through the Division of Public Safety’s Department of Fire and Emergency Services.
 - c. Emergency procedures training must be completed by the group requesting to grill. Training will be provided by Fire and Emergency Services related to emergency procedures and the use and limitations of the fire extinguisher.
 - d. Grilling must occur in pre-determined areas (agreed upon by DPS & FRES). Locations must be located away from buildings and other combustibles.
 - e. Grills must use charcoal fuel; propane grills are prohibited.
 - f. Ground surface must be protected with plywood approximately twice the area of the cooking surface.
 - g. A portable fire extinguisher is required in close proximity to the grill.
 - h. Used charcoal must be disposed of properly in a metal container provided by FRES.
 - i. All emergency situations or injuries, during the grilling event, will be reported immediately to DPS at 215-573-3333.
4. **Signage** – Signs, banners, and other items may not be attached to site furniture, trees, or light poles. Signs must be approved in advance by DRIA and/or FRES. For the complete signage policy please visit: <http://www.hr.upenn.edu/policy/policies/711.aspx>.
5. **Solicitation** - Permission to raise funds or conduct sales in designated areas of the campus to support the activities of student groups may be granted by the Office of Student Life Activities and Department of Recreation & Intercollegiate Athletics (DRIA) in accordance with the Campus Vending Policy: <http://www.hr.upenn.edu/policy/policies/711.aspx>.
6. **Commercial Photo Shoots** – Permission is required for all photo, film or video shooting for commercial purposes on the University of Pennsylvania campus. A location fee will be charged. Please contact Jeanne Leong of the Office of University Communications at 215-573-8151 regarding requests for commercial photo shoots and filming/taping. For the complete commercial photo shoot policy please visit: <http://www.upenn.edu/pennnews/content/filming-photography-an>
7. **Catered Events**–
 - a. Groups requiring catering, food or beverage services within Penn Park must register those requests when reserving space via the [on-line facility request form](#).
 - b. University faculty, staff and students are encouraged to utilize Penn’s strategic food service partners [Bon Appétit](#) and [Aramark](#) for their catering needs. Campus retailers such as those located

PENN PARK
Facility Use Guidelines

in Weiss Pavilion, the Left Bank and other University owned properties are also highly recommended.

- c. Additionally, Purchasing Services is responsible for developing and managing a list of University [approved caterers](#) that meet the University's business and insurance requirements. When scheduling an on-campus event, departments must ensure that there is a legitimate business requirement for the event and can only use a University-approved caterer or strategic food services partner for the event.
 - d. If alcohol will be served at your event, you must adhere to the guidelines set forth for all facilities owned by or leased to the University that are not licensed for the sale of alcoholic beverages by the Pennsylvania Liquor Control Board: <http://www.vpul.upenn.edu/alcohol/POguidelines.php>. Please also see the section on "Alcohol, Drugs and Controlled Substances" under Section 3: General Conduct.
8. **Amplified Sound** – the use of amplified sound must be approved in advance and requires a permit.

Fees

All requests are coordinated through the Division of Recreation and Intercollegiate Athletics. The synthetic turf fields, stadium and green space areas may be rented by an individual and/or group for a fee. Click [here](#) for a list of the rental fees for each space.