

SHOEMAKER GREEN
Facility Use Guidelines

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Section 1: Responsibilities

The University of Pennsylvania is committed to providing 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 Shoemaker Green.

Responsibilities

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

- a. Abide by all policies, laws and regulations established by the University.
- b. Treat all individuals with respect.
- c. Take responsibility for personal and community safety and security.
- d. Recognize the financial, social and psychological value of Shoemaker Green. Abuse of the Shoemaker Green 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 Shoemaker Green.

Section 2: Overview of Shoemaker Green

Shoemaker Green has a variety of paved areas and green spaces. Below are descriptions of the areas:

- The Green (Grass)
- Rain Garden (Naturalistic shrub and groundcover plantings)
- Franklin Walk (pavers- capable of heavy loads by emergency vehicles only)
- Palestra Terrace (pavers – capable of light, temporary vehicular loads)
- Seating Area (pavers – only suitable for pedestrian traffic)
- War Memorial (pavers, flagpole and sculptural elements)

Section 3: General Conduct

All students, faculty, staff, alumni, and guests must conduct themselves properly and respect the facility and staff directives while enjoying Shoemaker Green. Any actions that are noncompliant with these guidelines for Shoemaker Green 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 Shoemaker Green:
 1. **Climbing** trees, lamp posts, or fixed objects, including fences and signage.
 2. **All active sports**
 3. **Using artificial noise makers.**
 4. **Amplified sound**, except by permit.
 5. **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.
 6. **Lewd Behavior** – specifically, inappropriate sexual behavior and sexual harassment.
 7. **Hazing** conducted in any form.
 8. **Public urination**
 9. **Using the facility for personal financial gain.**
 10. **Trespassing** after hours.
 11. **Canvassing or solicitation** for funds, sales, or subscriptions in University facilities, unless written permission is granted through permit.
 12. **Possessing or using illegal drugs**
 13. **Alcohol**, except by permit
 14. **Smoking**
 15. **Gambling**
 16. **Feeding animals**
 17. **Dogs off leash**
 18. **Unauthorized motor vehicles**
 19. **Riding bicycles between 8:30AM and 5:30PM - Daily and Weekends**
 20. **Skateboards, rollerblades, in line skates and stunt bicycles**
 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. University permit is required for 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.

Damages

- a. **Property** - Individuals may not injure, deface, remove, cut or damage trees, plants, shrubs, equipment, and fixed structures.
- b. **Responsibility** – Any damage to the facility and/or equipment is the financial responsibility of the individual/group reserving the space.
- c. **Intended Use** – In order to eliminate potential damage, facility may only be utilized for the intended purpose.
- d. **Alteration/Repair of Equipment** – Unauthorized alteration of equipment is prohibited.
 - Individuals are encouraged to report damages to the Facilities & Real Estate Services (FRES) staff.
- e. **Irrigation/Grass** – The use of tents, tables, chairs, and any other equipment that might penetrate the grass and cause damage to irrigation or other utilities must be approved prior to its placement.

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, paved areas, green spaces, and the like is not permitted regardless of the age of the drinker. However, the University 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 Shoemaker Green.
- b. Individuals may be denied use of Shoemaker Green if they demonstrate signs of being under the influence of alcohol, drugs or other controlled substance.
- c. Coolers are subject to inspection.

Safety

- a. **Awareness** – Shoemaker Green is located in a busy urban area, participants should be aware of their surroundings at all times.
- 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 (215) 573-3333 or using one of the blue light emergency telephones.

- e. **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>
- f. **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 not permitted in Shoemaker Green between the hours of 8:30AM and 5:30PM and, subject to the following use requirements:
 - 1. Prohibited on 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/bicycle-safety-information/>
 - 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** – Motor vehicles (except emergency access, mowers, small maintenance vehicles or by permit) are prohibited in Shoemaker Green.

Pets

Pets on a leash are permitted in Shoemaker Green. Owners are responsible for properly cleaning up and discarding their pet's droppings. Pets may not be left unattended or tied to trees or fixed objects.

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

- a. 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** or require specific guidelines.

Prohibited Activities and Materials on Grass:

- a. Glass containers
- b. Plastic and/or metal cleats
- c. Conducting structured activities without a permit
- d. Moving, altering or removing equipment without authorization
- e. Conducting camps, or clinics without a permit
- f. Heavy equipment that may cause soil compaction.

Section 5: Rental Permits – Procedures, Requirements and Fees

Areas may be rented by an individual and/or group and rentals have an associated fee. All requests are coordinated through Facilities and Real Estate Services (FRES) Urban Park Supervisor, Robert Flowers. 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 an area in Shoemaker Green:

- a. Complete the online facility rental request form by clicking this link:
<http://www.facilities.upenn.edu/pdfs/Shoemaker%20Green%20Facility%20Rental%20Request%20Form.pdf>. Requests should 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 FRES to verify receipt of the rental request.
- c. After review by appropriate University personnel, 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 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 FRES 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. FRES reserves the right to hold organizations financially responsible for damages or harm to the space(s) resulting from the organization's use.

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 an approved 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.

Tents – The use of tents must be approved in advance and requires a permit and subject to the following:

- a. Tents must be staked in turf areas only after underground irrigation and utility lines have been identified and flagged by FRES.
- b. No use of heavy weights permitted on grass areas.
- c. Any damage to the grass areas, including significant compaction is the responsibility of the vendor and renter.
- d. No tents are to remain in place for more than 4 days. Sides are to be left open as much as is possible to allow for maximum light to the grass areas.
- e. No flooring permitted on grass areas.
- f. Procedures for repairing damages must be approved by FRES prior to execution.

For a complete tent guideline, please visit

[http://www.vpul.upenn.edu/perelmanquad/assets/office/Tents-2005-Safety-GUIDELINE5-2 .pdf](http://www.vpul.upenn.edu/perelmanquad/assets/office/Tents-2005-Safety-GUIDELINE5-2.pdf).

2. **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.
3. **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>.
 4. **Barricades and fencing-** Fencing for pedestrian or traffic control is permitted on hard surfaces only. Fencing within the grass area requires specific, separate approvals. Where pedestrian control is required, fencing shall consist of crowd control barriers only. Use of chain link fencing is not permitted.
 5. **Audio Visual Coordination-** During concerts, screening of movies or other events, all electronic and electrical work must comply with University regulations, state and local codes. The utility vault must be safely barricaded to prevent access during the event by University personnel or vendor with appropriate permission..
 6. **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 in accordance with the Campus Vending Policy: <http://www.hr.upenn.edu/policy/policies/711.aspx>.
 7. **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 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>
 8. **Catered Events–**
 - a. Groups requiring catering, food or beverage services within Shoemaker Green 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 for their catering needs. Campus retailers nearby such as those located 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/PQguidelines.php>. Please also see the section on “Alcohol, Drugs and Controlled Substances” under Section 3: General Conduct.
 9. **Amplified Sound** – the use of amplified sound must be approved in advance and requires a permit.

Fees

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The space rental fee for use of Shoemaker Green for an event is \$300. This fee is waived for Penn affiliated individuals or groups. Additional charges to all renters may apply for staffing, maintenance, and service fees.