

LAWN/OUTDOOR EVENT GUIDELINES

All outdoor event spaces must be requested through 25Live.

The use of outdoor lawn spaces is contingent on the condition of the turf and its ability to sustain the traffic associated with an event without incurring serious damage. Some locations are off-limits at certain times and on short notice due to new planting, wet conditions, stress from weather or high usage and upcoming major events. In addition, underground utilities, plants/root systems, and other conditions located throughout campus can also restrict usage in some areas.

To ensure the continued upkeep and integrity of the grounds, the following guidelines must be observed for any event or activity involving access to lawn areas:

1. **Advance Notice for Ground Disturbance**
Any activity requiring stakes, posts, or other items to be inserted into the lawn must be communicated in advance.
2. **Vehicle Access on Lawns**
No vehicles are permitted on lawn areas without prior notice and explicit permission. Turf mats will be required.
3. **Movement of Granite Bollards**
Any need to move or temporarily remove granite bollards must be disclosed and coordinated ahead of time.

The effect of weather conditions on lawn space can be difficult to predict. It is advisable to consult with Facilities Management Grounds Foreman (ext. 2459 or jlabbrie@smith.edu) or the Events Management Office (rleiphart@smith.edu or ext. 3736) well in advance.

It is essential that you schedule an alternate location/rain site for your event if weather or other unforeseeable conditions limit use of an outdoor space. Contact the Events Management Office (EMO) (rleiphart@smith.edu or ext. 3736) to discuss viable alternate sites/rain plans. In the event of rain or inclement weather, a postponement may be made to the rain date if 48 hours notice is given. Please contact the EMO at ext. 2162 during normal business hours to postpone an event; during night and weekend hours, please contact the Campus Police at ext. 2490. It is agreed and understood if your outside set-up needs have been fulfilled before a rain call is made, some charges may still apply.

NOISE POLICY

Sound amplification, particularly music, has a significant impact on the college and the surrounding Northampton community. Outdoor events with sound amplification require advance planning and special approval from the EMO, in consultation with the Campus Police and the Office of Student Affairs.

The following policies apply to outdoor events with amplified sound:

- Amplification may not extend past 10pm.

- Sound checks prior to the event should not begin any earlier than one hour prior to the scheduled start time.
- A member of the sponsoring college department or organization must be present during the event.
- The college may limit the type of sound equipment used and will determine maximum volume limits.
- Some performers may not be appropriate for outdoor events (e.g. performers whose material may contain language requiring parental advisories or who are known to use language not acceptable for broadcast).
- The sponsoring group may be required to draft a letter to the attention of neighboring residents and the City of Northampton, to be sent as official correspondence by the appropriate college department.
- A Campus Police and/or Northampton Police Department detail may be required for outdoor events with amplified sound, as determined by the Campus Police. Detail officer(s) would direct pedestrian traffic, monitor parking and traffic flow, and maintain the desired scale of the event, as identified in the early planning stages.