

TRADITIONS PLAZA GUIDELINES

Please read these guidelines and be sure you understand them prior to reserving the space. It is up to each group or individual to determine what campus services they will need for the event and it is your responsibility to contact those providers and coordinate their services.

PLEASE NOTE: This is **not** an “open space” similar to Speaker’s Circle for impromptu gatherings for crowds, speakers, etc. This space must be reserved in advance. Unauthorized usage will result in removal from the Plaza by the University Police.

Plaza capacity: The terraced lawn area can hold up to approximately 1,000 people; the terraced limestone seating wall can hold approximately 275; and the hard surface landing area in front of the stage can hold approximately 250 chairs or approximately 300 people standing. Stage dimensions are 70 feet wide and 35 feet deep at its widest point.

Reservations: Must be made through.... <https://operations.missouri.edu/operations/Forms>

No person or group may hold any event on Traditions Plaza without making a reservation. Requests for reservations are on a first-come, first-served basis. Request for reservations must be made **at least 30 days in advance** in order to allow for adequate time for approval.

University/campus entities, recognized student groups, campus departments, etc. can access the online reservations reservation form. It must be filled out completely and sent to the offices/emails on the form for approval. Please note that your date may already be reserved so be sure to indicate an alternate event date. If you have questions, please call Operations & Auxiliary Services office at 882-7255 directly.

Every group/organization using the Plaza must have **one individual as the point of contact**. In cases of student organizations, the contact must be a staff or faculty advisor. The individual whose name appears on the reservation form will be considered the responsible party and point of contact for the event.

NOTE: IN CASE OF INCLEMENT WEATHER, A RAIN LOCATION MUST BE RESERVED OR AN ALTERNATE DATE RESERVED.

Rental Fee:

During regular business hours 8am-5pm M-F **no charge** for University/campus entities, i.e. recognized student groups, campus departments, etc.

After business hours and weekends: **\$250** for University/campus entities other than student groups. (**No charge** for recognized student groups)

External groups or individuals: \$250 during regular business hours and \$500 after hours & weekends. Note: An **individual** user must be a member of the Alumni Association to use the Plaza.

Insurance:

For some events, insurance may be required. For external users, a limited liability policy should be purchased (depending on the type of event), with the Mizzou Alumni Association and the Curators of the University of Missouri as additionally insured.

Liability:

Event organizer(s) are liable for any damage that occurs to the Plaza as a result of their event. This includes the grass areas, the bricks and stones markers (both engraved as well as the non-engraved) and concrete areas.

Event review:

- Depending upon the type of event, anticipated attendance numbers, etc. a review of the proposed event with the organizer(s) and the Mizzou Alumni Association may be required prior to any reservation being confirmed.
- No structures, stands, platforms, staging, etc. may be erected on the Plaza and the stage area without approval in advance.
- Use of the restrooms in adjacent buildings is NOT part of the Plaza rental. If the event has a large attendance it will be necessary to rent porta-potties. Location of those must be coordinated as part of the event set-up.
- An event must not interfere with ongoing classes in the buildings surrounding the Plaza. During the week/while class is in session, amplified sound is only allowed from Noon to 1pm and then after 5pm. All amplified sound must cease by 11pm.

Trash:

Plaza must be left clean, free of trash and debris. All trash and equipment must be hauled away at the conclusion of the event. Additional trash cans may be required to be brought in for the event depending on the number in attendance and those arrangements must be made by the event's organizer(s).

Food/Catering:

For events requiring catering or other food and beverages, set up of food tables, etc. will be limited to the grass areas in the center of the Carnahan Quadrangle or on the grass/sidewalks at the perimeter of the Plaza. No food tables may be located on the terraced hills or on the Plaza itself. **It is acceptable to consume food and beverages while sitting in the terraced area of the Plaza.** University Club/University Catering are the sole-provider of food services for events on Traditions Plaza.

The following items are prohibited on Traditions Plaza:

- Glass containers
- Tents
- Vehicles on the grass, stage, and the area in front of the stage
- Fireworks

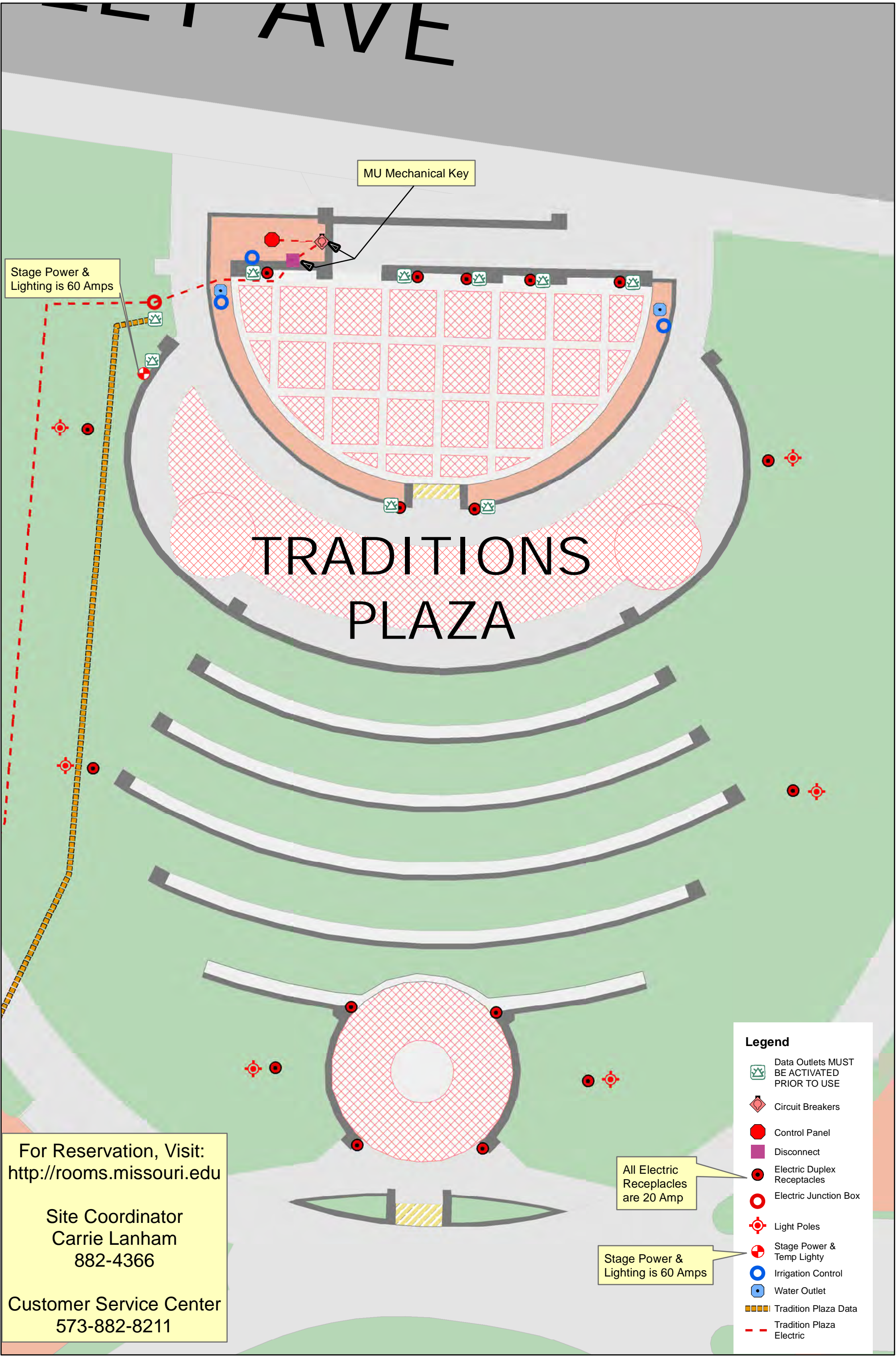
- Structures of any kind* (see Event Review section)
- No person/group/organization may post, affix, paint, or attach signs, placards, banners, etc. or alter in any way any of the Plaza's surfaces
- No fires of any kind; this includes portable grills
- NO CHALKING on any surfaces in the Plaza
- NO CANDLES (real/wax ones) Flameless candles are fine.
- NO SMOKING. The University of Missouri campus is a smoke-free environment for all indoor as well as outdoor spaces
- No overnight events

A list of campus resources for your event needs is below:

- Food: University Club/University Catering: 882-2586 (sole-provider of food services for events on Traditions Plaza)
- Tables, chairs, etc. rental: Facility Operations and Custodial Services: 882-8211
- Trash/recycling: Sustainability Office: 884-9319
- Campus Facilities for utility locate: 882-3094 (must be requested at least 3 days in advance of the event)
- Landscape Services for irrigation locate: 882-9536 (must be requested at least 3 days in advance of the event)
- Depending on the type and size of the event, campus security personnel may be required. Contact University Police: 882-7201
- Data port activation: Division of Information Technology: 884-6703 (there is a cost to turn on each port. Approximate cost is \$10/port. DoIT must have at least 48 hours' notice to activate)
- Power outlets: The Plaza has multiple active power outlets. Please see the Plaza diagram for the location of those outlets.
- Sound and light: MSA/GPC Tech 884-2277 or visit their web site: <http://msagpctech.missouri.edu/> or Academic Support Center 882 3201 <http://asc.missouri.edu/>
- Depending on the type of event, the University may require the following permits or forms to be filled out: Food Handling Permit; Open Flame permit; Alcohol Permit; Facilities and Services Agreement

The Alumni Association has the right to deny use of Traditions Plaza.

FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN YOU/YOUR ORGANIZATION BEING FINANCIALLY RESPONSIBLE FOR DAMAGES.



Stage Power & Lighting is 60 Amps

MU Mechanical Key

TRADITIONS PLAZA

All Electric Receptacles are 20 Amp

Stage Power & Lighting is 60 Amps

For Reservation, Visit:
<http://rooms.missouri.edu>
 Site Coordinator
 Carrie Lanham
 882-4366
 Customer Service Center
 573-882-8211

- Legend**
- Data Outlets MUST BE ACTIVATED PRIOR TO USE
 - Circuit Breakers
 - Control Panel
 - Disconnect
 - Electric Duplex Receptacles
 - Electric Junction Box
 - Light Poles
 - Stage Power & Temp Lighty
 - Irrigation Control
 - Water Outlet
 - Tradition Plaza Data
 - Tradition Plaza Electric

All data displayed in this map is intended for reference purposes only. This information is to be used to locate and identify geographical features and university facilities and is NOT to be construed as a "legal description" or survey grade documentation. Map information is believed to be accurate but accuracy is not guaranteed.

