



THE UNIVERSITY of
NEW MEXICO

Physical Plant Department
Administration

Physical Plant Department Guidelines for Outdoor Events at the University of New Mexico

(March 2013)

All main campus exterior events at the University of New Mexico must be sanctioned through the Student Activities Center (SAC), except for those events held and scheduled on Johnson Field. SAC & Johnson Center representatives will assist in determining space requirements and grant permissions for the requested areas.

Student Activities Center (SAC)

Phone: 505-277-4706

Fax: 505-277-2987

Email: sac@unm.edu

Johnson Center / Field

Phone: 505-277-0178

Fax: 505-277-4380

Email: recsvcs@unm.edu

Below are guidelines from the Physical Plant Department (PPD) for exterior events and are for planning purposes only. Specific event questions and activities should be directed to the SAC and/or Johnson Center for additional requirements, clarification or for forwarding to the proper department.

- 1) No vehicles are allowed to drive on landscape surfaces. This includes activities for loading and unloading supplies and equipment. All vehicles must park on hardscape surfaces or roadways.
- 2) For events on the interior of Campus, arrangements can be made to allow vehicle access to sidewalks on a limited basis and at limited times. This would include arranging for lowering of bollards at entry points. This option is very limited and prior arrangements with SAC and/or PPD Grounds and Landscaping is required. The safety of pedestrian traffic is paramount and the convenience of allowing vehicle traffic onto campus will be heavily scrutinized.

PPD, Grounds & Landscaping Division (G&L)

Phone: 505-277-1600

- 3) No portable toilets shall be installed on landscape surfaces. Portable toilets must be installed in non-landscaped areas or on hardscape areas only. If portable toilets are to be left up overnight or longer, they must be secured to prevent being tipped over. In this case, they must be installed in dirt areas or on asphalt locations. PPD Grounds and Landscaping staff will assist with location selection. Portable toilet vendors are responsible for securing.

- 4) The sponsoring organization is responsible for trash removal for their event. This includes any associated flyers or signage to promote the event. Trash may not be left in area trashcans. For student organization sanctioned events, trashcans with liners can be provided at no cost to the event, please contact PPD Special Activities to request. Trashcans must be requested at least one week in advance and the sponsoring organization is responsible for servicing the cans, as well as, ensuring they are secured in the event of an overnight or weekend event. Trash pickup can be accommodated for events by requesting a trailer, stake bed truck or trash trucks for your event. Request must be made at least one week in advance and fees are negotiable depending on volume of trash. Failure to police the area of the event and pick up litter and debris will result in extra charges to the sponsoring organization.

PPD, Special Activities Division (SA)

Phone: 505-277-7246

- 5) PPD Grounds and Landscaping staff must be notified prior to any tents being setup on Campus. Small (10 foot by 10 foot) tents are available for rent from the PPD Special Activities division. Larger tents must be rented through Albuquerque Tents (505) 873-6190. All tents must be solid in color; no stripes. White is preferred. Striped tents and certain colored tents cause damage to lawn areas. Tents may not be setup for more than five (5) days. Tents are to be secured with water barrels, sand bags, or concrete blocks. Water sources can be made available however tent vendor must provide hoses. Stakes are not allowed except on large tents (50 feet by 50 feet or greater) and with prior approval. If staking is required, the tent vendor must call in a utility locating request to New Mexico One call at 811 a minimum of 48 hours prior to the tents being erected. PPD Grounds & Landscaping staff will then mark all sprinkler heads in turf areas as well as known irrigation lines. However, if irrigation components or landscape features are damaged the sponsoring organization will be responsible for costs associated with repairs. Please also contact Safety & Risk Services (SRS) to determine other requirements and permits necessary for setting up tents on campus.

Safety & Risk Services (SRS)

Phone: 505-277-2753

Email: srsweb@unm.edu

- 6) Tents, banners, lights or signs are not allowed to be attached to trees, light poles, signs, art work or other landscape features. Click [here](#) for a complete list of UNM posting guidelines.
- 7) Food vendors are not allowed to dispose of grease or cooking oil on site. Vendor must transport off-site for disposal. Charcoal for grilling must also be transported off-site for disposal. For further instructions on vendors, please consult the SAC.
- 8) No open flames are allowed under tree canopies or adjacent to vegetation and buildings. Please contact SRS to determine what other requirements and permits may be relevant.
- 9) If the event is scheduled for evening or weekend hours, the sponsoring organization should consider requesting that landscape irrigation be suspended prior to and during the event. This request should be made through the PPD Grounds and Landscaping at 277-1600 or by submitting a work order in [iService](#), a minimum of (3) business days before the event.