

Auburn University at Montgomery

Policies and Procedures

Title: Outdoor Property Placement Policy

Responsible Office: Vice Chancellor for Financial Affairs and Facilities

I. PURPOSE

To establish a policy outdoor furniture placement.

II. POLICY

With a view toward providing areas to promote social interaction and enhance university campus life, Auburn Montgomery encourages the use of campus grounds by students, faculty, and staff. In addition to use of campus grounds, campus groups are encouraged to provide outdoor property to be placed in designated areas for the use and enjoyment of the entire campus community as well as visitors.

III. EFFECTIVE DATE

May 2001

REVISED DATE

February 2009

IV. APPLICABILITY

This policy applies to all faculty, staff, students, student groups, alumni, and alumni groups.

V. RESPONSIBILITY

Responsibility for the implementation and administration of this policy rests with the Vice Chancellor for Financial Affairs and Facilities.

VI. PROCEDURES

1. All requests must be submitted in writing on the attached form.
2. Request must be approved before outdoor property is placed.
3. All furniture must be designed to allow for proper installation in an outdoor setting.

VII. INTERPRETATION

Any questions arising concerning this policy will be interpreted by the Vice Chancellor for Financial Affairs.

APPROVAL TO PROCEED: _____ **DATE:** _____

NOTICE OF INTENT TO SERVE ALCOHOL AT A UNIVERSITY FUNCTION

Date _____

Date Function to Be Held _____

Organization Sponsoring Function _____

Location of Function _____

Times: Beginning at _____; Ending at _____

Estimated Number of Attendees _____

I have read the guidelines for serving alcohol at a University function, and I agree to abide by them.

Designated Host

Vice Chancellor for Financial Affairs

Date Notification Received _____

Signature for VC for Financial Affairs

Vice Chancellor for Administrative Services

Date Notification Received _____

Signature for VC for Administrative Services