

**Messiah University**  
**Use of Grounds Policy and Procedure**  
**March 2024**

*Policy:* It is the policy of Messiah University to monitor and control the use of campus grounds.

*Objectives:* To insure that use does not interfere with maintenance, cause damage, create unsafe obstacles, compromise aesthetics, or interfere with other university events.

*Responsibility:*

*Step                      Action*

1. An automatic fine of \$100.00 will be charged for defacing any Messiah University property (ex. statues, trees, buildings). This is in addition to charges for restitution to repair and/or replace damaged property. Any damage found should be reported to the Department of Safety immediately for the completion of an incident report. The Residence Life department and/or Conference Services department are responsible for initiating the fines to appropriate individuals or groups.
2. Open fires or portable hot charcoal grills are prohibited on campus. Only use of the permanent charcoal grills provided on campus or approved propane fire pits in designated areas is permitted. Campfires/bonfires are not permitted without prior approval from the Fire and Safety Systems Coordinator.
3. All activities scheduled on the lawn must be coordinated with the Grounds Services lawn mowing schedule and other Grounds Services work. Conference Services will indicate on an Event Description when outdoor space is being used and Grounds Services will adjust accordingly.
4. All trash left on outdoor campus property must be picked up daily.
5. Use of such items as: water hoses, step ladders, ropes, and tools is prohibited unless authorized by Grounds Services.
6. The building of structures on campus property is prohibited unless approved by Grounds Services. A building permit must be obtained from Conference Services via Grounds Services.
7. All structures (plastic, straw, wood, etc.) being placed on grass areas and property of Messiah University must be approved by Grounds Services. Designated areas must be defined.
8. The hanging of swings and hammocks from structures (other than trees) on campus is prohibited as well as the climbing of trees. Swings and hammocks may not be higher than six (6) feet off the ground and must be removed when not in use.
9. The placement of signs on campus must be coordinated with Grounds Services.
10. Parking and driving on any area (other than designated areas) on campus is prohibited. Summer conferences must seek permission from Conference Services, Grounds Services, and Department of Safety to park or drive elsewhere on campus.
11. Set up of tents or vehicle campers is not permitted on campus.
12. The use of inflatable games, dunk tanks, and other recreational equipment must be approved by Conference Services in conjunction with the Grounds Department. Slip n' slides are prohibited.
13. All of the above should be discussed and understanding reached by all parties one week prior to the start of each particular conference. Any last minute changes should be communicated by the conference organizers to Conference Services, Grounds Services, and Department of Safety.

