Syracuse University Policy

Interim Policy for
Events on Syracuse University Promenade

I.   General Policy Statement

This interim policy is meant to promote the use and enjoyment of the Promenade by the Syracuse University community, including student organizations and academic and administrative departments

II.   Reason for Policy/Purpose

The Syracuse University Promenade is a dynamic, open air pedestrian plaza and series of terraces that connect and improve access to academic and student buildings, including the Goldstein Alumni & Faculty Center, the Bird Library, the Schine Student Center, and the Newhouse School complex. By improving accessibility to these popular campus buildings and prioritizing the pedestrian experience, the Promenade will create a new student life district for the University community. The welcoming design and features of the Promenade invite a variety of new uses and benefits. Like the longstanding policy promoting use of the University's Quad, this interim use policy is intended to encourage the safe and appropriate use of the Promenade. While this policy guiding use of the Promenade on an interim basis, the University will begin developing a permanent Promenade policy with input from students, faculty and staff to be implemented

V. Appendices *(as applicable)*

A. Definitions

As part of this interim policy, the following specific reservation procedures and rules of use have been developed after considering existing University policies and the unique characteristics of the Promenade.

1. General Reservation Procedures and Rules

- Reservation requests must be submitted to SCPS at least five (5) business days prior to the proposed event, using the form available on the SCPS website - http://scps.syr.edu/scheduling/index.html
  - The proposed activity or event must not conflict with scheduled classes or academic programs, or previously scheduled events.
  - Activities and events are not permitted after the last day of class, reading days or during final examination periods.
- Event sponsor and participants must adhere to applicable University policies, local and state ordinances, and the Code of Student Conduct.
  - Amplified sound devices are not permitted at any time on the Promenade
  - A proposed activity or event must not present a safety risk or hazard to the participants, or to others using the Promenade or adjacent space, or to underground utilities. Syracuse University's Division of Campus Safety and Emergency Services, and/or Physical Plant shall make determinations about safety risks and staffing requirements for proposed activities.
- Approved activities must not impede the flow of pedestrian traffic or block pathways.
- Event sponsors are responsible for ensuring that participating organizations or entities that are not affiliated with the University (e.g., charities) provide evidence of appropriate insurance at least (10) business days prior to the activity or event to the Division of Campus Safety and Emergency Services
- With the exception of authorized University Bookstore activities, vending or sales of items or other commercial activities are prohibited on the Promenade.
- Event sponsors are responsible for resource and service costs related to the activity or event (e.g., Public Safety, Safety, Parking, Grounds, etc.) and, at the conclusion of an event, removal of fliers, equipment, and debris related to a permitted activity. Event sponsors should return the event space to the condition in which it was found.
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2. Procedures and Rules Applicable to Promenade Pedestrian Plaza Events

- Event sponsors may use the Promenade pedestrian plaza no more than three (3) times per semester.
- Activities may be approved for the following times: Monday – Thursday, 8.00 am-10.00 pm; Friday, 8.00 am-6.00 pm; and limited times on Saturdays and Sundays.
- The Promenade pedestrian plaza may only be used for "moving activities," such as parades, walks or runs, etc. Persons engaged in these activities must yield right of way to emergency vehicles.
- The Promenade pedestrian plaza serves as a fire lane, allowing emergency vehicles to reach surrounding buildings. To preserve access for response vehicles, no tables, chairs, or other equipment may be placed on the pedestrian plaza.

3. Procedures and Rules Applicable to Promenade Terrace Reservations

- Event sponsors may use the Promenade terraces no more than three (3) times per month.
- Terrace tables are claimed on a first-come, first-served basis. Tables are available from 10.00 am-4.00 pm, Monday – Friday.
- Event sponsors are only permitted to distribute prepackaged, individually wrapped food items during events at the terraces. All other catering must follow the Food Services catering policy.
- Event sponsors should confine their terrace event to 10x space.
- On the day of the event, the sponsoring organization must register with SCPS staff at the Schine Student Information desk.

B. Definitions

- "Event sponsors" – As used in this interim policy, this term refers to academic or administrative departments, and registered student organizations.

- "Promenade" – As used in this interim policy, this term refers to the open-air pedestrian plaza bound by South Crouse Avenue to the west and College Place to the east.

- "Promenade pedestrian plaza" – As used in this interim policy, this term refers to the flat-surfaced walkway portion of the Promenade running parallel to the Promenade Terraces.

- "Promenade terraces" – As used in this interim policy, this term refers to the six elevated portions of the Promenade, including those outside of the Goldstein Alumni & Faculty Center, Bird Library, Schine Student Center, and the Newhouse School complex.

C. Forms

- Student Centers & Programming Services Forms

D. Other Related Policies and Documents

- Alcohol, Other Drugs, and Tobacco Policies
- Events on University Policy
- Events, Quad Use Policy

- Food Services Catering Policy
- Code of Student Conduct
- Tobacco-Free Campus Policy

E. Frequently Asked Questions

If you have questions about this interim policy, please contact the Student Centers & Programming Services (SCPS) at (315) 443-4240, or through the SCPS website at http://scps.syr.edu/scheduling/index.html