**Sewell Park UPPS No. 08.01.07**

 **Issue No. 8**

 **Effective Date: 01/05/2024**

 **Next Review Date: 01/01/2027 (E3Y)**

**Sr. Reviewer: Director of Campus Recreation**

**POLICY STATEMENT**

*Texas State University is committed to ensuring proper use and management of park land administered by the university.*

**01. SCOPE**

* 1. This policy establishes priorities, regulations, restrictions, and responsibilities for individuals, departments, and organizations utilizing Texas State University Sewell Park facilities.

**02. OPERATING PROCEDURES**

* 1. Sewell Park is a property of Texas State that is administered by the Department of Campus Recreation. Generally, it is open to the public if the applicable policies and procedures are adhered to, as determined by the Campus Recreation.
1. The university reserves the right to remove any individuals whose conduct is not appropriate.
2. Individuals can be removed by Campus Recreation staff, officers from the University Police Department (UPD), or any other official of the university in the scope of their duties.
3. The university has the right to request a photo identification of those individuals who may be in violation of Sewell Park’s policies and procedures.
4. All Sewell Park policies and procedures can be found in the [Sewell Park Policies and Pricing website](https://www.campusrecreation.txst.edu/policies/sewell-park-policies.html).
	1. Night Curfew in Sewell Park – Only authorized persons are allowed to enter Sewell Park before 6 a.m. or remain in the park past 11 p.m.

**03. PROHIBITED CONDUCT IN SEWELL PARK**

* 1. General – It is prohibited for a person to:
	2. intentionally or knowingly interfere with, disrupt, or prevent the orderly conduct of any program by Campus Recreation;
	3. intentionally or knowingly make unreasonable noise or use electronic equipment, including electrical speakers, at a volume which emits sound beyond the person's immediate picnic site;
	4. intentionally or knowingly appear nude in Sewell Park;
	5. take, remove, destroy, deface, tamper with, or disturb any artifact or cultural feature; or take, remove, or disturb any rock, soil, gem, mineral, fossil, or other geological deposit from or in Sewell Park;
	6. use a metal detector in Sewell Park;
	7. mutilate, injure, destroy, pick, cut, or remove any plant or animal life from or in Sewell Park;
	8. engage in disruptive, destructive, or violent conduct which endangers property or the health and safety of any person. Offenders may be ordered to leave the park by a peace officer, or other university personnel, and may not return to the park before receiving permission from the aforementioned entities; and
	9. engage in skateboarding and freestyle- or trick-biking. Exceptions will be made for persons utilizing skateboards or bikes for the exclusive purpose of transportation.

**04. LIST OF ASSOCIATED UNIVERSITY POLICY AND PROCEDURE STATEMENTS**

* 1. [UPPS No. 04.05.02](https://policies.txstate.edu/university-policies/04-05-02.html), Tobacco and Smoking Policy – The university prohibits smoking and the use of all tobacco products on all university property.
	2. [UPPS No. 05.03.03](https://policies.txstate.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure – It is prohibited for any person to consume or display alcoholic beverages within Sewell Park.
	3. [UPPS No. 07.11.01](https://policies.txst.edu/university-policies/07-11-01.html), Disability Services for Students – An appropriately trained Service Animal must meet the specific criteria outlined in the [Procedures for Service or Assistance Animals at Texas State statement](https://sa.txstate.edu/pps/upps071101ServOrAssistAnimals.pdf) to be exempt from rules that otherwise restrict or prohibit animals on campus.
	4. List of Associated City of San Marcos Ordinances:
1. [Code 1970, § 18-10; Ord. No. 1995-14](https://library.municode.com/tx/san_marcos/ordinances/code_of_ordinances?nodeId=832561) – It is unlawful for any person to possess any glass beverage container in or on the waters of the San Marcos River.
2. It is prohibited for any person to possess any glass container in Sewell Park.
3. **GENERAL RESERVATION OPERATING PROCEDURES**
	1. Sewell Park reservation requests will be accepted on a first-come, first-served basis. All Campus Recreation programming has priority in the use of Sewell Park. All reservations must be submitted, or sponsored, by a Texas State department or registered student organization. Reservation requests must be submitted through the [Sewell Park Policies and Pricing website](https://www.campusrecreation.txst.edu/policies/sewell-park-policies.html).
4. All Sewell Park reservations will be reviewed by Campus Recreation.
5. Departments will be required to include cost and fund information at the time of request.
6. Non-interdepartmental transfer (IDT) payment events will be required to pay in full before the start of the event.
	1. [Sewell Park Rates](https://www.campusrecreation.txst.edu/policies/sewell-park-policies.html) – Priority groups include:
		* 1. student organizations;
			2. university departments;
			3. non-university events and off-campus clients; and

All events occurring outside the Sewell Park Outdoor Center’s normal business hours, including weekends, will incur a staffing fee as determined by Campus Recreation.

* 1. Student organizations must be registered with the Department of Student Involvement and Engagement, and in good standing with Campus Recreation to reserve space in Sewell Park.
		+ 1. The officers listed on the organization registration with the Department of Student Involvement and Engagement will be considered authorized representatives and can request space for their organization.
	2. Event Hours in Sewell Park
		+ 1. All scheduled events in Sewell Park will only be permitted between 6:00 a.m. and 11:00 p.m.
	3. University security officers, provided by UPD, may be required for events based on attendance, activity, or if scheduled outside regular operating hours, as determined by the director of UPD, or designee. The sponsoring organization is financially responsible for security charges.
	4. Special approval will be required for events with alcoholic beverages served. Approval must be obtained, as outlined in [UPPS No. 05.03.03](https://policies.txst.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure, before space will be confirmed. A minimum of one licensed UPD officer is required for events with alcohol service in Sewell Park. Additional officers may be required as determined by UPD administrative personnel. The sponsoring organization is financially responsible for security charges.
	5. All university solicitation regulations and laws of the state of Texas shall govern space usage in conjunction with fundraising (see [UPPS No. 07.04.03](https://policies.txst.edu/university-policies/07-04-03.html), Solicitation on Campus).
	6. Special approval will be required for events with amplified sound. Approval must be obtained, as outlined in [SS/PPS No. 08.02](https://policies.txst.edu/division-policies/student-success/08-02.html), Conducting Outdoor Musical Events During the Evening Hours.
	7. Events requiring 220-Volt electrical use must notify Facilities by submitting a [Ready Request](https://ready.facilities.txstate.edu/ready/) no later than 14 calendar days before the event. The sponsoring organization will be financially responsible for facility charges.
	8. Events requiring tables and chairs or other support materials can be requested minimum three business days in advance through [Materials Management and Logistics](https://www.materialsmgt.txst.edu/Resources---Forms/Requesting_Support_Materials.html). The sponsoring organization will be financially responsible for rental charges.
	9. Special approval is required for events with food or drinks being provided. Approval must be obtained as outlined by the [Department of Environmental, Health, Safety, Risk and Emergency Management](https://www.fss.txst.edu/ehsrm/programs/food.html).
	10. Event organizers may request a space walk-through with a Campus Recreation designee prior to the event. This may also be mandated by Campus Recreation.
	11. Events requiring motorized vehicle access within Sewell Park to transport equipment must be done in conjunction with Campus Recreation staff.
		+ 1. Drivers may move vehicles into Sewell Park for set-up and take-down but may not park vehicles in the park during the event.
			2. Vehicles approved to be in Sewell Park may only drive or park on paved surfaces.
			3. Vehicles must be escorted on-foot by event personnel when driving in Sewell Park
1. **PROCEDURES FOR RESERVATION REQUESTS – SEWELL PARK**
	1. Reservation requests must be submitted through the [Sewell Park Policies and Pricing website](https://www.campusrecreation.txst.edu/policies/sewell-park-policies.html).
	2. The cancellation of an event must be received in writing via email to Campus Recreation at outdoorcenter@txstate.edu.
	3. Campus Recreation policies can be found on the [Campus Recreation Policies website](https://www.campusrecreation.txst.edu/policies.html).
	4. Campus Recreation reserves the right to reassign spaces as necessary. Campus Recreation will notify at minimum 24 hours in advance of changes to reservations.
	5. In case of a scheduling conflict, Campus Recreation will make a final decision with the affected group, college, or department.
	6. The reserving party will indicate on the reservation request form any set-up and tear-down time required. The reserving party will be responsible for overtime charges related to set-up or tear-down. All decorations must be approved by Campus Recreation and must be removed at the conclusion of the event. This includes tablecloths, centerpieces, crafts, and flowers.
		* 1. No open flames are allowed, including candles and sterno.
			2. The application of any substance to the floor is strictly prohibited.
			3. Objects may not be secured to the ceiling or walls.
			4. No glitter is allowed anywhere in Sewell Park.
	7. It is the responsibility of the reserving party to leave the space in the same condition as when the event began. Any damage or loss to the space or equipment will be the responsibility of the reserving party.
2. **REVIEWERS OF THIS UPPS**

07.01 Reviewers of this UPPS include the following:

Position Date

Director of Campus Recreation January 1 E3Y

Associate Director of Campus Recreation January 1 E3Y

Assistant Director of Campus Recreation January 1 E3Y

Director of University Police Department January 1 E3Y

1. **CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director of Campus Recreation; senior reviewer of this UPPS

Vice President for Student Success

President