

Conditions For Outdoor Space Use

1. **Equipment and Services:** Equipment or services must be requested in advance and scheduled with the appropriate department by the User. Any fees for services, equipment, labor or supplies shall be the sole responsibility of the User.
2. **Damages:** The User and any of its participants shall be responsible for the care of URI Property and equipment. The User and/or the User group will be held financially liable for all damages or loss of equipment that occurs in conjunction with the event, regardless of fault.
3. **Charges:** User group will be invoiced at the charge back rate of \$32.00 per hour per man, plus expenses and materials for all work requested. Restoration of property damaged by the event or its participants will be billed to the User at the same rates.
4. **Alcohol Policy:** Alcohol consumption on State of RI property is prohibited.
5. **Vehicles:** The User and/or its participants shall not be allowed to drive, park or off load on campus lawns or walkways without the express written permission from the Department of Facilities Services and Department of Traffic and Security.
6. **Trash-Litter-Food Waste:** The User group is responsible for the clean up of all trash, litter, food wastes, etc. generated from its event. The User group will be invoiced at the charge back rates for any cleanup services provided by this department.
7. **Promoters Permit and Tax Number:** All promoters of events where goods will be sold must obtain a "PROMOTERS PERMIT" from the RI Division of Taxation if there will be more than one (1) Vendor. This permit is good for one (1) year; however, the Promoter must notify the Division of Taxation before each event is run. If there will be only one (1) vendor then the promoter must file that Vendors "TAX NUMBER" with the RI Division of Taxation. Either of these processes must take place at least ten (10) days prior to the event date. Provide this office with a copy of either the PROMOTERS PERMIT or TAX NUMBER prior to this event.
8. **Insurance Requirements:** A Certificate of Insurance naming "URI, THE BOARD OF GOVERNORS FOR HIGHER EDUCATION, THEIR AGENTS, EMPLOYEES AND THE STATE OF RHODE ISLAND for one million dollars (\$1,000,000.00) is required and a copy delivered prior to the event.
9. **Amplified sound** equipment is prohibited during class time hours.
10. Refer to the URI Student Handbook for all other policies.

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