



# CAMPUS EVENTS

## COLORADO SCHOOL OF MINES

▲ CONFERENCE SERVICES ▲ STUDENT CENTER SERVICES ▲ GREEN CENTER SERVICES

### OUTDOOR EVENT GUIDELINES

**KEEP IN MIND: If these guidelines are not followed correctly, you may be charged additional fees for use of the outdoor event space.**

**Food** – Users may purchase and bring in food when using outdoor spaces.

- a. Users must follow food safety guidelines when providing food to others.

**Alcohol** – Users must follow the Institutional Alcohol Policy as well as the Student Alcohol Policy & Procedures.

For on-campus organizations:

- a. Facilities Management/Student Activities Office has a set amount of metal fencing for such events (as required by the policy).
- b. User must submit the Request to Serve Alcohol form at last 1 week in advance of the event.

**Outdoor Space Equipment** – Facilities Management (FM) Grounds department is able to supply a stage & trash cans for events taking place on outdoor spaces.

- a. Users should request trash cans from FM via a work order <https://www.mines.edu/operations/work-order-requests/>
- b. A trailer stage can be requested in a work order and is usually placed on the east side of Stratton so it is near a power source.
- c. FM does not supply tables, chairs, extension cords, lights or tents; these items must be rented or be supplied by an external vendor.
- d. The outdoor audio system can be requested from the Green Center event office but must be placed near Stratton Hall for the power source. You may contact [reservations@mines.edu](mailto:reservations@mines.edu) to submit your request.

**Maple Pedestrian Plaza** – There are 3 tabling locations on the plaza that you are able to reserve.

- a. You must reserve the Maple Pedestrian Plaza to ensure a tabling spot. Submit your reservation request at <https://events.mines.edu>.
- b. Users should not have amplified sound during business hours to avoid disrupting nearby classes and offices.
- c. Food is allowed on the pavers, but active grilling or cooking of any kind is not permitted.

**Fire Lane** – Groups are not allowed to block the fire lane. For further guidance, please contact Facilities Management.

**Grilling** – The outdoor commons areas are typically used for events such as BBQs, lawn games, etc.

- a. Propane gas grills are allowed on the outdoor commons area as long as:
  - i. FM Grounds Supervisor is notified: [jnonko@mines.edu](mailto:jnonko@mines.edu)
  - ii. Users place a sheet of plywood under the grill to protect the grass.
- b. Grill must be set on the grass to avoid grease stains on the concrete.
- c. Users are responsible for their own clean up and any damage they cause.

**Deep Frying** – If deep frying occurs on the campus grounds, the group utilizing the space is encouraged to notify the Golden Fire Department about their event.

- a. There should be no hot oil bubbling over onto the concrete or grass.
- b. Users should plan to put some kind of protection under the fryer.

**Stakes** – Due to the multitude of different lines buried beneath the ground, no stakes may be put into the ground of any outdoor space, unless approved by the FM Grounds department.

- a. Tent locations need to be approved by FM Grounds ([jnonko@mines.edu](mailto:jnonko@mines.edu)) ahead of your event.
- b. FM will have an Irrigation Technician mark any sprinkler lines with white marking paint.
  - i. Groups must avoid these lines when pounding in tent stakes

**Slacklines** – Per our campus grounds policy, slacklines must not stretch across established walkways or sidewalks.

- a. Slacklines can only be anchored to mature trees of at least 12” in diameter to prevent damage to younger trees.
- b. Please make sure that you are not using lines longer than 50’, that trees are properly protected and that only Mines students, faculty and staff are on the slack lines (no external guests.)

**Other Event Materials** – Organic, washable colors (for Color runs, Holi celebrations, etc) are allowed on outside areas, if used on grass.

**If you have any general questions regarding the above Outdoor Event Guidelines, please email [reservations@mines.edu](mailto:reservations@mines.edu).**

# Extreme Summertime Weather

## Preparedness and Response Guide – for Outdoor Work and Activities on Campus



### Weather monitoring

Prior to beginning outdoor work or activities check weather reports. When outdoors, continuously monitor weather conditions by keeping an eye on the sky. If available, utilize a smart phone weather app, such as:



“Weather Bug” and it’s “Spark” feature (free w/advertisements). Spark is a live lightning map showing the distance to the nearest strikes.



“Dark Sky” (small annual fee) can send notifications on thunderstorms, UV, and humidity levels.



“Storm” (free w/advertisements) for iOS provides storm tracking and severe weather alerts. Can set up push notifications for rain and lightning.



Jefferson County Colorado has an “Opt-In” emergency notification system called “CodeRED”. This system will call, text, or email to warn of flood, fire, tornadoes, chemical spills or dangerous subjects within a defined area. To register, visit the [CodeRED phone registry page](#).

### Extreme Heat

Symptoms of heat related illness include muscle cramps; rapid heart beat, heavy sweating, and/or extreme fatigue. Symptoms of **heat stroke** include high body temperature, confusion, hot dry skin, and throbbing headache.

#### Protect from heat related illness

- Consider opportunities for shade and schedule mid-day activities with heat-safety in mind.
- Pace activity and be aware of the warning signs of heat related illness.
- Wear loose, lightweight, and light colored clothing.
- Stay hydrated. The CDC recommends drinking two to four glasses of water every hour when exercising or moderate to heavy work activities.
- Use sunscreen properly, the CDC recommends SPF 15 or higher 30 minutes prior to going outside . Continue to reapply according to the package directions.
- Refer to the [Centers of Disease Control \(CDC\) and Prevention](#) for more information on warning signs and symptoms of heat related illness.

### Know where to take shelter

Campus Events provides indoor shelter locations for summer camps. Camp counselors need to be aware of these locations.

### Thunderstorms - Lightning - Hail



**Severe Thunderstorm Watch** means severe thunderstorms are possible. You may continue your outdoor activities but continuously monitor the weather.

**Severe Thunderstorm Warning** means severe thunderstorms are imminent, capable of causing deadly lightning, damaging winds, or large hail.

For a **thunderstorm warning**: Cease outdoor activities and seek shelter when a thunderstorm is within 6 miles or a “flash-to-bang” time of 30 seconds or less. If caught outdoors take shelter in a sturdy enclosed building or hard topped vehicle. Avoid open spaces, isolated objects, high ground, and metallic objects. Ideally remain indoors at least 30 minutes after the last flash of lightning or sound of thunder.

### High winds

The national weather service will issue a “high wind warning” for sustained winds of 40 mph or higher for one hour or more or wind gusts of 58 mph or higher for any duration. In the event of a high wind warning, get down off of roofs or other elevated structures, do not handle items that could be caught by the wind, secure loose outdoor items, and seek shelter.

### Tornadoes

**Tornado Watch** notification is issued when conditions are favorable for the formation of tornadoes. Under watch conditions stay informed by listening to radio or television.

**Tornado Warning** notification indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area, take shelter immediately!



#### What to do during a Tornado Warning:

Seek shelter immediately. Attempt to get to the lowest level possible and as interior as possible (away from all windows and exterior doors). If in a vehicle or outside, seek shelter in a sturdy building. If a building is not available, lying flat in a depression, such as a ditch, offers some protection.

Colorado School of Mines Emergency Management 303-273-3316