Northwest University – Outside Use of NU Facilities Outline of Policies

- **Noise**: Outside organizations are not allowed to use air horns or megaphones on the fields. If speakers are used, this equipment shall only face south. When only one field is in use at a given time, NU will schedule the event on the south field away from neighboring homes. When outside organizations use other NU athletic facilities, the organization will provide its own event staff to monitor event participants to address noise issues.

- **Security**: NU campus security will monitor events on campus held by outside organizations. Outside organizations will also designate an event manager who will monitor the events while using the NU facilities. This person shall register with the Facilities Manager and provide contact information that would allow NU to contact them during use of NU facilities.

- **Facility Manager**: NU will designate a facility manager to oversee scheduling and to monitor and insure outside organizations are meeting facility usage expectations.

- **Field lighting**: Field lighting will only be in operation when fields are in use. Outside organizations will coordinate with Facility Manager to request specific times for lighting use. The proposed use of LED lighting will allow immediate on/off capabilities. Field lighting controls will be in a central location, only for operation by the NU Facility Manager and NU staff.

- **Parking**: Outside organizations and their participants will park only on the NU campus while using NU facilities. Outside organizations will utilize signage, advanced notification and/or an onsite traffic monitor to insure participant parking meets this condition.

- **Youth events under the age of 18**: Outside organizations are required to have adult supervision at all times for persons under the age of 18 while using NU facilities. This person shall register with the Facilities Manager and provide contact information that would allow NU to contact them during use of NU facilities.

- **Facility use**: Use of NU facilities will be limited to those facilities requested by the outside organization at the times approved by NU. Outside organizations will not use NU facilities other than what has been designated for their use unless previously requested and approved by NU.

- **Smoking & Alcohol**: Smoking and alcoholic beverages are prohibited on all NU property. Violators will be given a first warning and escorted off NU property immediately. If there is a second abuse of these restrictions, the violator and their team will no longer have the privilege of using NU facilities.

- **Event notification**: NU will publish a facilities use schedule on their website for all events occurring on the NU campus attended by outside organizations. This will serve as the main NU public notification tool.

- **Large Group Event notification**: During infrequent large group events organized by outside organizations using NU facilities, in addition to public notification on the NU website, NU will notify the adjacent neighbors through mass emails and/or temporary sign boards along the perimeter of the NU campus posted 1 week in advance indicating the date and time of the event. Large Group Event notification will apply to events with 100 or more anticipated attendees.

- **Large Group Event Traffic Management**: Outside Organizations are responsible for traffic management at their events while using NU facilities. Depending on the size of the event, NU may require the outside organization to provide traffic directors at the entrances to the campus and at parking areas. The outside organization will additionally utilize other messaging as described under “Parking” to insure event participants are only parking on the NU campus during the event.