Outdoor Facilities Reservations

Summary/Purpose: This policy is for the reservation of outdoor facilities including the Grove, the Circle, and the Student Union Plaza.

The Grove and the Lyceum Circle are available, free of charge, to University of Mississippi Departments and Organizations. The Student Union Reservations Office does require that a University account number or Visa/MasterCard number is provided to ensure that the costs of any damages or excessive cleaning can be covered.

Non-University groups, when approved to use these facilities, will be required to pay the following fees:
- $450 user fee per day
- $75 non-refundable cleaning fee per day

Block reservations can be made one semester at a time. Block reservations that include more than one semester will be processed as separate reservations and fees will be assessed accordingly.

Cash, check and Visa/MasterCard payments must be received by the Student Union Reservations Office no later than 4:00 PM on the business day immediately following submission of this request. If this request is being submitted with only seven day notice, payment must be received by the Student Union Reservations Office before the close of the current business day. In addition, all necessary paperwork must be completed and submitted to the Student Union Reservations Office in accordance with the deadlines set forth in this document. Failure to meet these deadlines could result in denial of your request or cancellation of your event.

All persons wishing to request the use of the Grove, Circle or Union Plaza must go through the Ole Miss Student Union Reservations Office to officially reserve the space. The User will provide the Reservations Office with the name, address and phone number of the User’s representative. This representative will be the sole person authorized to make changes to or decisions regarding the reservation.

Student organizations are required to fill out a Social Registration form online with OrgSync before their reservation is confirmed.

Tent Requirements
a. No tents in the Grove 8 weeks prior to Graduation;
b. Tents may only be set up for 48 hours;
c. Flooring or artificial turf should be used to protect turf under tents between January and May. Flooring must be removed after 48 hours.

Protection of Majestic Trees
No vehicles or heavy equipment allowed without prior approval of the Director of Landscape Services.
Application of a Special Dura Deck Product or similar will be required for a release to drive in The Grove. The maximum limit of time is 48 hours.

General Grove Policies
Any structure erected for use in the Grove (i.e. tents) must be inspected by University Fire Services.

Utility locates will need to be called in, if staking of equipment is allowed. In general, tents and tie-downs should be sandbagged or water barreled.

Carnival rides, horse rides, moon walks or bounce houses are not allowed in the Grove.

Stakes or spikes may not be used in the Grove due to underground water and electric lines.

No open flames including portable fireplaces, grills, tiki torches, and fireworks.

All set-ups must be on a hard surface from March 1st until after Graduation. Acceptable locations include the sidewalks or the Plaza.

Amplified sound is not permitted in the Grove with the exception of Tuesdays and Thursdays between the hours of 12:15 p.m. and 1:00 p.m.

The user must issue work orders to Landscape Services for the setup and removal of any needed trash cans. The User will be responsible for ensuring all litter is removed from the Grove and placed in proper waste disposal dumpsters within 2 hours of the completion of the event. If the user fails to comply, the University will remove trash and time will be billed to the user for removal.

Landscape Services should be contacted at 915-1846 before any plans are made for the setup of furnishings and/or equipment in the Grove.

The User will be responsible for any and all damages caused by acts of the User, it’s employees, agents, patrons, guests and artists whether accidental or otherwise.

All requests must include ample time before and after the actual event for any needed set up and take down. Users will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the User is expected to abide by these requirements.

The Physical Plant Department will not provide any support services for non-University functions held outdoors. If your event requires electrical support a generator can be used.