

Messiah College
Outdoor Set up and Trash Receptacle Policy
Policy and Procedure

Policy: Campus Event and Grounds Services will care for outdoor events as described below.

Objectives: This is designed to provide clearly defined roles for outdoor event set up so our department can provide proper service for these events.

Equipment: 8 foot tables, trash barrels, recycling barrels

Procedure:

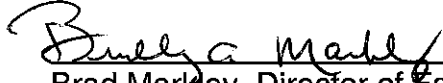
- | <u>Step</u> | <u>Action</u> |
|-------------|--|
| 1 | Campus Events will set up tables and recycle barrels for events that are close to campus buildings, excluding the Falcon Hut, Greenbrier and the satellite housing. |
| 2 | Grounds Services will set up tables in areas that are a distance from buildings and need to be hauled on a vehicle. They are also responsible to set up tables for events along either side of the creek and at the athletic fields with certain exceptions for Commencement and Homecoming. |
| 3 | Communication of outdoor event needs will be in the form of an Event Description. |
| 4 | Grounds Services will set or provide trash barrels for outdoor events. |
| 5 | Grounds Services will provide recycling barrels for outdoor events that are a distance from campus buildings. |
| 6 | Campus Events will police trash barrels and recycle barrels during events that are close to buildings. Grounds Services will police trash barrels and/or recycle barrels during events that are a distance from buildings, near the creek or on the athletic fields. |
| 7 | Grounds Services will empty trash from all trash barrels and decorative trash receptacles on campus. |
| 8 | Campus Events will monitor trash barrels at the Starry Complex (and decorative receptacles in the vicinity during outdoor events) and empty the occasional barrel that overflows during an event when Grounds Services is not on campus. Grounds Services will store extra trash bags in the |

Falcon Hut.

- 9 Grounds Services will empty trash barrels at the end of the day on a Friday before their shift is over.
- 10 Occasionally events will occur that are known to cause a large volume of trash in locations far from a dumpster. At these times Campus Events will arrange to have the truck driven by the Grounds Department to be discreetly parked near the event to load trash/recyclables during the event for easy removal.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

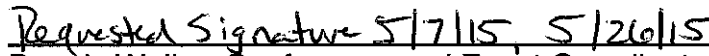
Approved Reviewed Revised



Brad Markley, Director of Facility Services



Heather Negley, Director of Conference and Event Services



Requested Signature 5/7/15, 5/26/15
Dennis Weller, Conference and Event Coordinator



Abby Love, Conference and Event Coordinator




Jennifer Sheaffer, Facility Services Administrative Assistant



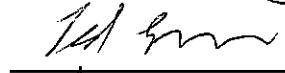
Don Heistand, Campus Events Team Leader, Second Shift



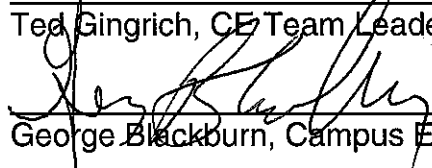
Jim Fackler, Campus Events Team Leader, First Shift



Heidi Shultz, CE Team Leader, First Shift – Res Halls



Ted Gingrich, CE Team Leader, First Shift – Res Halls



George Blackburn, Campus Events Day Time Administrator

Charles N. Pulis

Chuck Pulis, Campus Events Night Time Administrator

Denise Blackley

Denise Blackley, Facility Services Administrative Coordinator

Pete Ramsey

Pete Ramsey, Ground Services Manager

Scott Zeigler

Scott Zeigler, Campus Events Manager