

**Messiah University**  
**Outdoor Set up and Trash Receptacle Policy**  
**May 2024**

*Policy:* Campus and Building Services 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:*

Step      Action

1. Campus and Building Services will set up tables and recycle barrels for events that are close to campus buildings, excluding the Falcon Hut, Greenbrier, Sawyer Pavilion 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 and Building Services will monitor trash barrels and recycle barrels during events that are close to buildings. Grounds Services will monitor 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 and Building Services 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 and Building Services 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.**

Scott Zeigler, Form  
creator Signature

Electronically signed by Scott Zeigler on 04/16/2024 12:54:50 PM

Director of Facility  
Services Signature

Electronically signed by Bradley Markley on 04/22/2024 11:15:50 PM

Director of Conference  
and Event Services  
Signature

Electronically signed by Jody Brandt on 04/16/2024 12:59:30 PM

Conference and Event  
Coordinator Signature

Electronically signed by Dennis Weller on 04/16/2024 2:58:41 PM

Conference and Events  
Coordinator Signature

Electronically signed by Abby Love on 04/16/2024 1:02:44 PM

Facility Services  
Administrative Coordinator  
Signature

Electronically signed by Denise Blackley on 04/17/2024 8:19:28 AM

Administrative Assistant  
for Facility Services  
Signature

Electronically signed by Jennifer Sheaffer on 04/16/2024 1:41:47 PM

Campus and Building  
Services Manager  
Signature

Electronically signed by Laura Price on 04/17/2024 8:44:11 AM

C&BS Assistant Manager  
3rd Shifts Signature

Electronically signed by Theresa Day on 04/17/2024 12:02:19 AM

C&BS Residence Hall  
Supervisor Signature

Electronically signed by Donna Herman on 04/16/2024 1:32:48 PM

C&BS Supervisor,  
Academic Buildings  
Signature

Electronically signed by Renee Feather on 04/22/2024 3:30:33 PM

Assistant Director,  
Building and Grounds  
Signature

Electronically signed by Mark Graybill on 04/16/2024 1:04:24 PM