

Messiah University
Outdoor Set up and Trash Receptacle Policy
May 2025

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:

<u>Step</u>	<u>Action</u>
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| 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 04/30/2025 2:07:22 PM
Director of Building and Grounds Signature	Electronically signed by Mark Graybill on 04/30/2025 2:14:02 PM
Director of Conference and Event Services Signature	Electronically signed by Jody Brandt on 04/30/2025 4:25:34 PM
Campus and Building Services Manager Signature	Electronically signed by Laura Price on 04/30/2025 2:09:50 PM
Grounds Manager Signature	Electronically signed by Art Palese on 04/30/2025 2:37:34 PM
Conference and Event Coordinator Signature	Electronically signed by Dennis Weller on 04/30/2025 2:09:26 PM
Conference and Events Coordinator Signature	Electronically signed by Abby Love on 04/30/2025 2:14:45 PM
Administrative Assistant for Facility Services - 1 Signature	Electronically signed by Jennifer Sheaffer on 05/01/2025 11:24:23 AM
Administrative Assistant for Facility Services - 2 Signature	Electronically signed by Traci Gaito on 04/30/2025 2:44:03 PM
C&BS Assistant Manager 3rd Shifts Signature	Electronically signed by Theresa Day on 05/05/2025 1:25:28 AM
C&BS Residence Hall Supervisor Signature	Electronically signed by Donna Herman on 05/03/2025 7:05:20 AM
C&BS Supervisor, Academic Buildings Signature	Electronically signed by Jacob Graybill on 05/01/2025 12:46:30 PM