



**UNIVERSITY OF MARYLAND
EASTERN SHORE**

University of Maryland Eastern Shore

**Construction, Modification, Maintenance, Care, and Operation of Sorority and Fraternity
Plots Located on University Property**

Approved: August 27, 2024

PURPOSE

This policy shall govern the construction, modification, maintenance, care, operation and related activities, and facility management concerns for plots operated by Greek sororities and fraternities or other approved organizations on property owned by the University of Maryland Eastern Shore. It is the goal of this policy to ensure that organizations operate their assigned plots safely and legally within the regulatory framework established both by the University and by the State of Maryland.

GENERAL POLICY FOR HOSTING ACTIVITIES

Organizations are permitted to host events or gatherings at the Greek Plots area via one of the following methods: Rotations, Off-Rotation Special Events, or Informal Gatherings.

Rotation

At the onset of the semester, the Office of Greek Life will facilitate a drawing for the Greek Plots Rotation for the academic year.

- A. Each organization will draw one of the predetermined weeks to host an activity in the Greek Plots area. NOTE: Drawings seek to ensure that each organization has a dedicated opportunity to host without conflicts or issues with preferred times of the semester.
- B. Prior to organization drawing, the predetermined weeks will be established by the National Pan-Hellenic Council Executive Board, in conjunction with the Office of Greek Life. Some weeks will be restricted due to the academic calendar and other university-wide activities.
- C. Organizations are permitted to swap weeks. All swaps must be conducted via email between organizational presidents. The Office of Greek Life must receive a copy of the final swap communication for recordkeeping. Additionally, an organization can opt not to host on their drawn week. The open week may be reserved for an Off-Rotation Special Event or Informal Gathering.

- D. Once the weeks are confirmed, the Office of Greek Life will assist with the planning through the Office of Student Experience Event Approval process. Event type and details will be determined by the respective organization.
- E. Organization advisors or their designee must be present during the entire event.
- F. Rotation events should not occur unless the activity has been formally approved and sanctioned by the Office of Student Experience.

Off-Rotation Special Events

When there exists no conflict with the Rotation schedule, organizations are permitted to reserve the Greek Plot area for other events and activities.

- A. The Office of Student Experience Event Approval is required for all Off-Rotation Special Events activities in the plot area and should be submitted (21) days but no less than 14 business days before the event in Campus Groups (NAME WILL CHANGE SOON). All requests will be submitted for approval as received. Approvals by the appropriate parties are required before the event is sanctioned by the Office of Student Experience.
- B. Capacity - Once a gathering reaches the threshold of 50 individuals, an advisor **MUST** be present and Public Safety **MUST** immediately be informed. Organizations must carefully plan events and forecast anticipated attendance. **Capacity is the responsibility of the hosting organization.**
- C. Organization advisors or their designee must be present during the entire event.
- D. Off-Rotation Special Events should not occur unless the activity has been formally approved and sanctioned by the Office of Student Experience.

Informal Gatherings (Current, Active Chapter Members Only)

- A. When there exists no conflict with the Rotation schedule or any previously-approved Off-Rotation Special Events, organizations are permitted to reserve the Greek Plot area for informal gatherings.
- B. Informal gatherings are defined as convening or congregating at the plots for socialization as long as there is no grilling, no DJ, or amplified commercial equipment or speakers during daylight hours. Therefore, the gathering would have to be over and cleaned up by dark. Students congregating at the plots must adhere to all university policies as well as adhere to not using any prohibited illegal items.
- C. Informal gatherings are reserved for current, active members of the chapter only. Current, active members determine the capacity for informal gatherings.
- D. Organizations seeking to host an Informal Gathering must seek prior approval from the Office of Student Experience. While the Office of Student Experience Event Approval is recommended, organizations may use an abbreviated form found in Campus Groups (NAME WILL CHANGE SOON) for Informal Events.

- E. Organizations should have the Informal Gathering Form submitted (5) days but no less than 1 business days before the event in Campus Groups (NAME WILL CHANGE SOON).
- F. Informal Gatherings should not occur unless the activity has been formally approved and sanctioned by the Office of Student Experience.

ADDITIONAL EVENT NOTICES

- A. Organizations using University facilities for events are responsible for any damage or maintenance problems, which may occur during the event.
- B. Consumption of alcohol, drugs, hookahs, and/or vaping on plots is strictly prohibited. Members and/or guests found in violation will face sanctions, including Code of Student Conduct violations, loss of plot privileges, and chapter suspension.
- E. Visitors to your plot are subject to and must abide by the rules of the University. Violators may be asked to leave the campus. If a guest violates University rules and regulations, the hosting organization may be held responsible under the Code of Conduct - Guest/Visitor Behavior.
- F. Any loud noise that interferes with the academic day and disrupts the peace and quiet of others is strictly prohibited.
- G. All trash and excess should be removed from the plot area regularly and more specifically following activities. Organizations should plan the proper disposal of trash and cleaning of event space prior to the start of the event.
- H. Grills must be cleaned and covered when not in use. Portable grills should be removed by December 1 of each year to prevent weather damage.
- I. NO university owned furniture (tables/chairs, benches, etc.) should be removed from any buildings and/or storage areas for any plot area activities. Tables and chairs for events must be requested when you submit your space request.
- J. The organization is responsible for the preservation of the borrowed items. All borrowed items must be returned in good condition within 24 hours of their use. Failure to retrieve these items in a timely manner will result in sanctions up to and including suspension of the chapter, reimbursement for damaged items, and the loss of using your plot.

BARBEQUING AND GRILLING

- A. The request for barbecuing must be indicated on the space request.
- B. Permission for barbecuing will be granted through the Office of Student Experience Event Approval process only. Request to barbeque/grill must be included in the original request.
- C. Barbeque pits/grills must be located 30 feet away from all buildings for safety purposes.
- D. Barbeque pits/grills should not be placed under any tree to avoid potential fire.
- E. Barbeque pits/grills must be covered when not in use (particularly during inclement weather).

- F. Grill coals must be disposed of properly once completely cooled to prevent fire hazards. Contact the Office of Student Experience for particular details for disposing of coals.
- G. During winter/summer sessions, personal chapter grills must be stored in secure storage to prevent theft or damage.

GENERAL UPKEEP AND MAINTENANCE OF THE AREA

- A. Organizations using University facilities for events are responsible for any damage or maintenance problems, which may occur during the event.
- B. Plots should be maintained at least once a month and will be inspected for cleanliness, hazards and safety. If the area is not maintained appropriately, use of the plot will be restricted.
- C. There will be a plot check once a month beginning in the month of September. A member of each organization must be present.
- D. All bricks and stones must be stored safely to prevent any hazards, especially those that may obstruct the operation of lawn mowers and other grounds equipment.
- E. Grills must be cleaned and covered when not in use. Portable grills should be removed by December 1 of each year to prevent weather damage.
- F. Picnic tables begin to rot after being exposed to the elements. This being the case, table(s) must remain sturdy, clean and splinter-free. They should be painted at least twice a year. Contact the Greek Life Coordinator if furniture needs to be removed from your plot.
- G. Organizations may purchase replacement furniture for their plots (e.g., tables, chairs). Any changes to the plot's construction and/or layout must be cleared through the Office of Enrollment Management and Student Experience.
- H. Weather damage to benches or plot blocks should be reported to the Coordinator of Greek Life, who will submit a work order.

PROCEDURES FOR APPROVAL TO PAINT "GREEK" TREES & PLOTS

- A. Any organization wishing to paint or otherwise upgrade a tree or plot on the campus of the University of Maryland Eastern Shore must submit a formal proposal to the AVP/Dean of Students or designee. This proposal should include details, timelines, cost, and drawings.
- B. The AVP/Dean of Students or designee must give first level tentative approval after consultation with officers and advisors of the group.
- C. There shall be no additions to the plot/tree area unless prior approval is received from the AVP/Dean of Students or designee.
- D. The Physical Plant Director or designee must approve the paint for use in the project. Note: Water based paint must be used in order to prevent damage to trees and other plant life on campus.

- E. Prior approval in written form must be acquired from the Physical Plant Director. This approval document must be kept on-site at the plot during the duration of the work to inform security officers and University officials of the project's authorized status.
- F. The Chief of Police must arrange with the requesting group a date, time, and place for the work to commence.
- G. Vandalism is a serious offense. Persons or groups who paint or otherwise deface property on the campus of UMES will be subject to disciplinary action.

Policies in this document are subject to change.

APPLICATION FOR APPROVAL TO PAINT/UPGRADE A TREE/PLOT

We, the members of _____, wish to paint/upgrade our campus plot/tree, located at _____, on the date of _____.

We have read the associated policy on painting trees/plots and agree to abide by these procedures. We further understand that any violation could result in removal of the area and/or disciplinary actions against the organization.

Chapter President

Advisor

Office Use Only

The group has been approved to proceed with the project. Paints and other materials are cleared as safe for the plants and their immediate environment.

AVP/Dean of Students

Director – Physical Plant

Chief – Public Safety