

## **Guidelines for Ad Hoc Ridges Space Use Proposals**

Use these guidelines to develop proposals for ad hoc use of Ridges buildings, i.e., for projects such as film shoots and other short-term use activities.

- Identify the building(s) and room number(s) to be used, including a highlighted small scale drawing (drawings for mark up can be obtained from Facilities Planning).
- Describe the specific activities that will be carried out in the area as well as materials and equipment involved in the project.
- Indicate the dates and times during which project activity will occur in the area.
- Indicate the maximum number of persons expected to be on site at any given time.
- Provide telephone numbers and e-mail addresses for the producer, director, or other relevant contact persons for the project.
- Acknowledge agreements to:
  1. confine activity and crew to the permitted area;
  2. comply with any use restrictions and life safety requirements;
  3. provide life safety orientation to crew, including means of egress, hazard warnings, and use restrictions;
  4. provide appropriate life safety equipment on-site, e.g., first aid kit, wireless phone, battery powered lights, and fire extinguisher.
  5. execute immediate clearing and cleaning of area upon project completion.
- If the request is for university instructional, research, or creative activity, provide an endorsement from sponsoring faculty member and department head.
- Submit to: Director of Space Management, University Planning & Implementation  
Ridges Bldg. 19