

GorillaFest Policy

Corporate Tents / Private Party

Corporate Tent / Private party policy pertains to the area south and southeast of the Champions (Brown) parking lot and immediately south of the hike and bike trail going from Carnie Smith Stadium to the Weede building.

I. Scheduling the Party

Pittsburg State University allows groups or individuals to host private parties at dedicated spaces on the game day of home football games and other events taking place at Carnie Smith Stadium. The dedicated spaces for private parties on the date of a scheduled event are available south and east of the Champions parking lot and immediately south of the hike and bike trail going from Carnie Smith Stadium to the Weede building. No one can tailgate in this area unless it is pre-approved. Spaces are reserved on a first-come, first serve basis. Spaces may be reserved after April 1 of the season year. Fees should be paid in full one week prior to the game. Reservation forms must be filled out, signed and submitted at least 10 days prior to the game.

RATES	
Internal/campus	\$75
External	\$150

The reservation holder bears the risk of the scheduled event being cancelled or rescheduled to a different date by university officials. If either of these occurs, fees will be refunded. If the reservation holder cancels or reschedules within a week of their scheduled game then they will not be refunded their fees. Cancellations or rescheduling before one week prior to the game will receive a full refund. Fee schedules, deposit schedules, a map of available spaces, and reservations are available at the Office of Alumni & Constituent Relations located at 401 East Ford Street, Pittsburg, Kansas, 620-235-4758 or alumni@pittstate.edu.

II. Setting up the Party

There will be refuse/recycle containers at each space housing the party. Tents can be rented and put up by **Jake's Fireworks** in Pittsburg; 620-231-2264. Tables and chairs can be rented from **Jake's Fireworks** as well as **Ettingers Office Supply Company**, 620-232-1160; **Affordable Party Rentals of Joplin**, 417-625-1204; **Weiser Tent Service** 417-623-3384, www.weisertent.com; **Legacy Events**, 417-781-5569.

No vehicles, other than delivery as approved by Alumni Relations, will be allowed on the hike and bike trail or in the grass area. Items will be loaded and unloaded from reserved load in/load out spaces on the south side of the Champions Parking Lot. One vehicle per tailgate will then be allowed to stay and park elsewhere (outside of Gold Parking) in the Champions Parking Lot. If set-up will start more than five hours prior to kick-off, the Office of Alumni and Constituent Relations must be notified. Vehicles should be parked and out of the load-in spots by four hours

prior to kick-off. Set-up must be complete by three hours prior to kick-off. Tear down should begin at kick-off. All tailgating and alcohol policies are in effect for the area: <http://pittstate.edu/about/game-day/game-day-policies.dot>. Parties must stay in their assigned space(s). For internal groups who make arrangements in advance, tables and chairs, if available, will be delivered four hours prior to kick-off. Tents may go up no earlier than Thursday of game week and be down on Monday after the game. Private parties in this area will be assigned a spot(s) and that must be the only spot(s) they use. For those renting tables and chairs, they must be delivered at least four hours prior to game time and picked up no sooner than kick-off, but not later than one hour after the game has ended. The host is responsible for renting/buying, setting up, taking down, tables and chairs and placing all trash from the party in the refuse containers. Should the host fail to clean up tables, chairs or trash, PSU employees will do it and the host will be responsible for all related costs to PSU. In addition, the host will be prohibited from reserving a space the following year. The Office of Alumni and Constituent Relations shall post a sign on the tent that identifies whose it is. Exceptions to any of these requirements may be made by the Office of Alumni and Constituent Relations in advance of the event on a case-by-case basis.

III. Food and Drink at the Party

The host of a party may provide food or drink to the party invitees only. Food, drink or other materials shall not be available to the public. The game day athletic sponsor may give out items but not food and drink to the general public if approved in advance. The host shall adhere to all applicable PSU policies including its policy on alcohol and tailgating. For more information please visit this site: <https://president.pittstate.edu/policies/alcohol-policy.html>

IV. Political Parties/Candidates

Please see Chapter II Section E, #16 of the Kansas Board of Regent's Policy: https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#use

Gorilla Village

Gorilla Village is defined as the north and west side grass area of the university lake from the entrance sign to the gazebo.

I. Alcoholic beverages

Alcohol possession and consumption may take place in Gorilla Village. For more details please see game day alcohol policies: <http://pittstate.edu/about/game-day/game-day-policies.dot>.

II. Student organization tents/spaces

PSU student organizations, student groups and other university related organizations (as determined by Alumni and Constituent Relations) are allowed to reserve a tent/space on a first come, first served basis for home football games. Spaces must be reserved at least one week prior to game day. There will be a limited number of spaces available for each game as determined by Alumni and Constituent Relations. Organizations are allowed to distribute information and/or sell items approved by Alumni and Constituent Relations for fundraising purposes during GorillaFest. Items cannot duplicate those sold by vendors and/or Barnes & Noble Bookstore during game day. On reserved date, tents, spaces, tables, and chairs are distributed on a first-come, first-served basis. Groups may begin set up four hours prior to kick-off and must be set and ready three hours prior to kick-off. Organizations cannot leave until kick-off. Non-profit organizations may partner with a group as defined above to have a space in the Gorilla Village.

III. Outside organizations/businesses

Outside organizations/businesses interested in reserving a tent/space near Gorilla Village must contact PSU Athletics at 620-235-4389.

IV. Food vendors

Vendors from the previous season will have the right of first refusal if invited back by PSU. Any vendor may be asked to not return if deemed necessary by PSU for any reason. Vendors must fill out a form and submit payment and abide by all rules for vendors. The vendors shall not duplicate product and items must be approved in advance of game day with registration approval. Vendors must provide appropriate signage and pricing for visibility to customers. Vendors will receive one spot and the number of vendors is determined by the Office of Alumni and Constituent Relations.

Other GorillaFest Areas

I. Reserved Area for University Colleges/Divisions/Departments

A space shall be available between the Axe Library and Carnie Smith Stadium for University colleges, divisions or departments to reserve to use as community outreach or to engage guests. The area may only be reserved once per season per group. Groups must abide by all rules for private parties as stated above except that they may give out materials and light refreshments to the general public.