

Policy Name: Reservation of UA Topiary Elephant		
Effective Date: 10/15/2015	Revision Date:	Department/Area/Division: FG/FA
Department/ Area Policy #:	Departmental Contact: Donna McCray	

Purpose:

The University of Alabama (“UA”) Elephant Topiary (“Topiary”) has become an icon for the campus community—students, faculty, staff, visitors, and fans. Its popularity has driven the need for a process to reserve and coordinate staging and appearances at UA functions and events.

Policy Statement:

The Topiary, created and tended by the Facilities and Grounds Department, may be reserved for University events and functions occurring on Campus. All of the standards included within the policy must be met along with funding to safeguard students, faculty, staff, fans, and visitors and ensure proper handling and maintenance of the Topiary..

Policy:

The Topiary can be reserved for events and functions through the Office of Grounds Use Permits within the Department of Facilities and Grounds. UA Departments and entities must provide funding for the use and security of the Topiary. The point of contact for reservations is Director of Facilities Operations and Grounds Use Permits - Donna McCray (dmccray@fa.ua.edu).

- The Topiary will be reserved through the Grounds Use Permit Process. See form at <http://www.uafacilities.ua.edu/grounds/information/grounds-use-permit.pdf>
- The Topiary will be delivered, set up, and removed by UA Grounds personnel only.
- Two Event Operations Group (“EOG”) security officers will accompany any event/function in which the Topiary is scheduled to be present. They will remain with the Topiary for the duration of the event.
- The exact location of staging will be discussed between the requestor and the Director of the Grounds Department; however, final decision regarding exact staging/location of the elephant will be at the discretion of UA Assistant Vice President of Facilities and Grounds, based on the ability to place the Topiary safely without destruction to property, landscape, or Topiary.
- Cost for a 6 hour reservation will be \$1,500. This cost is all inclusive for Grounds and Security for the 6 hours. However, any additional time above 6 hours will be charged \$150 per hour for the cost of security.

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Other Areas/Departments:

This policy is applicable to all UA departments and areas, any outside entity sponsored by an official UA organization or department, and all UA affiliated organizations.

Office of the Vice President of Financial Affairs:

Approved by: *Duna Skeith*

Date: October 15, 2015