

## **Facilities Review Committee (FRC)**

### **Purpose**

The FRC serves the campus community by reviewing all proposed temporary modifications and installations for any purpose to the Vanderbilt and VUMC campus built environments and refers permanent modifications and installations to the appropriate committee or university office. Examples include, but are not limited to, exterior displays, special events, food trucks, temporary structures, signage, banners, student projects, drone flights, impacts to pedestrian and vehicular traffic, and construction activities outside of the contractor's limits of construction. The committee addresses operational and physical impact to the university including safety, accessibility, stewardship, aesthetics, and sustainability.

### **Members**

The FRC is made up of representatives from Facilities (Maintenance & Operations, Business Operations, Real Estate, Planning, Design and Construction), Parking Services, Public Safety, Environmental Health Safety & Sustainability, Government Relations, Academic Affairs, Housing and Residential Education, VU Communications, Auxiliary Services, Office of General Counsel, Risk Management, Information Technology, Athletics, Library Services, Dean of Students Office, and other campus stakeholders.

### **Meetings**

The FRC meets every Thursday between 8:00 AM - 9:30 AM via Zoom.

### **To be placed on the FRC Agenda**

Contact [VU FRC](#) with a short description of your event or project to be included in FRC's next available meeting agenda. Presentation materials are due electronically by **2:00 PM on Wednesday** prior to the Thursday meeting. You are requested to present your event or project at the scheduled Zoom meeting. You will receive approval, tentative approval, or denial of your proposed event or project upon presentation to the committee. [NOTE: Certain events and projects are eligible for approval in abstentia (see below).]

## **In Absentia Approval Requirements**

Sidewalk stickers or temporary signs that meet the following criteria do not require attendance at the FRC meeting. The following items are eligible and will be placed on a consent agenda to be reviewed for approval:

1. Sidewalk sticker requests that comply with VU Comms criteria
2. Temporary sign requests that comply with VU Comms criteria

## ***Proposal Guidelines***

### **Items to include in your proposal and event advertising, if appropriate:**

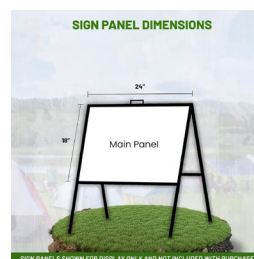
- Name of Event/Project
- Location
- Date/Time
- Map of area/event layout
- Safety and Security Requirements
- Reserved parking lots
- Number of stickers/signs/banners to be installed
- Graphics of artwork
- Dates of installation and removal (maximum 4 weeks)

For Sidewalk stickers or A-frame signs, provide a map with desired locations marked (maximum 8). Please avoid the following areas:

- Pedestrian bridges
- Ramp and stairwell entrances
- Sidewalk expansion joints
- Star Walk
- VUMC ground lease property

Signs and stickers must display “*FRC Approved*” and “*Remove On 00/00/0000*” on graphics, no later than one day after event.

Stakes bearing signs may not be driven into the ground. Small A-Frame signs are encouraged for wayfinding as they do not damage utilities or irrigation. Limit of 8.

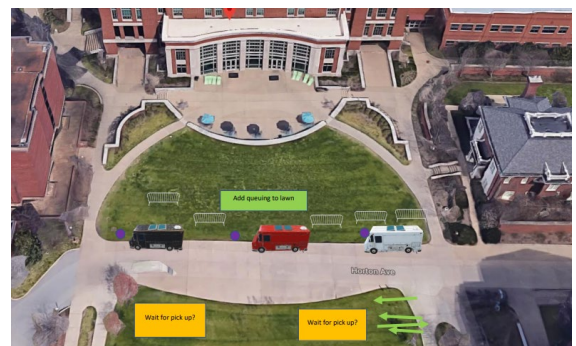


*It is the sponsoring organization's responsibility to install/remove any marketing, banners, signs, or stickers before/after the event. **If a modification is found to be intrusive to walkways, or otherwise deemed unsafe, Facilities reserves the right to immediately adjust or remove it from campus property.***

## Food Trucks

All food vendors must be approved two weeks prior to the event. Food trucks should be used as a caterer and are not allowed to sell on campus unless approved by Dining Services.

Each vendor will need to complete the Limited Premise Agreement and provide a copy of their Certificate of Insurance before event approval. <https://www.vanderbilt.edu/studentcenters/food-trucks/> <https://www.vanderbilt.edu/studentcenters/forms/>



## Tent Installations

Tent requests must be approved prior to Procurement issuing a Purchase Order to the tent vendor. Hosting organization will have a Point of Contact on record with VUPS for weather alerts. Event dates, hours of operation, lighting, safety, and sanitation should be presented to the FRC. Facilities requests that the tent vendor does not drive on any lawn during installation. Please work with our grounds crew to mark any utilities before driving any tent stakes into any lawn. ([Link to Weather Alert Form when finalized](#))

**Drone Requests**

All drone flight requests must be approved by the FRC one month prior to requested flight date and a 10 business day notice of the flight must be given to the Vanderbilt community. The university has an application for drone flight and agreement letter to be completed. Please email [VU FRC](#) for documents.

**5K Walks on Campus**

Any 5K walk or fundraiser will need to be approved at least 2 weeks prior to the event date. With current campus construction, the FRC has developed a standard 5K walk that avoids all construction zones. For the next semester, we request you utilize our route. Please email [VU FRC](#) for current mapping.

## *Addendum*

### **Items to include in your addendum proposal, if appropriate:**

- Number of stickers/signs/banners to be installed
- Graphics of artwork
- Dates of installation and removal (maximum 4 weeks)

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Please email your proposal to [VU FRC](mailto:vufrc@vanderbilt.edu) for consideration.