

McAlister Pedestrian Walkway Usage Request Form

Requests must be submitted at least two (2) weeks prior to the date(s) needed.

Date Request Submitted:

Requestor:

Contact Phone Number:

Company/Organization Name:

Tulane University Sponsoring Department:

Sponsor Name:

Sponsor onsite cell number:

Date and time vehicle will arrive:

Date and time vehicle will depart:

Pricing/Location of Vehicle:

McAlister Plaza-\$\$

LBC Stage-\$\$

Pocket Park-\$\$

Vehicle dimensions:

Dimensions for space needed (included vehicle and other equipment):

Reason(s) for access to McAlister Pedestrian Walkway:

Approval Process:

Form lives on Event Services website. Submitted form is emailed to Event Services. Requestor receives an auto generated email stating the Tulane Events Services Department has received the request and will have a decision if the request is approved or denied in 3-5 business days.

- Event Services department ensures the request can be accommodated from the availability standpoint and per Campus Services guidelines (needs to be developed). Event Services will coordinate this effort with the LBC.
- Once approved from an availability and Campus Services guidelines standpoint, Event Services sends request via email to OIRM and cc's TUPD.

- OIRM reviews the event from a vehicle safety standpoint to ensure there are no risks posed to the Tulane community. If approved, OIRM will email both Event Services and TUPD stating the event is either approved or denied.
- Event Services will create the permit and email to the hosting department. Permit will state contact from the hosting department must be at the bollards to meet the guests. Event Services will create an Event Work Order and email out to Tulane stakeholders.

Day of Event:

- Visiting group contacts TUPD at 504.865.5381 30-45 minutes ahead of arrival to campus at the approved set up time.
- Vehicle is to arrive in Claiborne Lot and await TUPD's arrival to inspect vehicle. Inspection will take 5-10 minutes. Be prepared to allow TUPD to inspect interior of vehicle including locked compartments.
- TUPD will escort the vehicle to Drill Road and McAlister Walkway where they will have waiting either Allied Security, Parking Services, or LBC staff to remove the bollards and allow entry onto McAlister Walkway. Allied Security is the preferred method, so they can also assist with traffic and pedestrian control while vehicle is loading onto McAlister Walkway designated area.
- Contact with Tulane hosting department also needs to be present at the bollards with the permit received via email by Event Services.
- Bollards are to be re-secured by Allied Security once vehicle is on McAlister Walkway.
- Departmental contact is to be present at the vehicle and to contact TUPD 15 minutes prior to the vehicle's departure. At the instruction of TUPD, Allied Security is to report back to McAlister Walkway to remove the bollards and again assist with traffic and pedestrian control while the vehicle is exiting McAlister Walkway.
- Allied Security is to re-secure the bollards immediately after the vehicle has safely left the McAlister Walkway area.