SEC-033

Road and Street Closings on University Property

Effective Date Friday, July 11, 2014

Status Final

Last Revised Wednesday, July 3, 2024

Policy Type University

Contact Office Police Division (University)

Facilities Management

Oversight Executive
Executive Vice President and Chief Operating Officer

Applies To Academic Division and the Medical Center.

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Reason for Policy

The University strives to provide a safe and secure environment for the community members. Toward that end, the University is committed to operational consistency when a road(s) closing is warranted due to a safety- and security-related issue, special event, or construction/utility work.

Definition of Terms

University Property

Description

Land or buildings that the University owns or leases and that is under the control of the Board of Visitors. University property also includes premises the University uses for activities of its offices, departments, personnel, or students.

Policy Statement

The University Police Division (UPD) has primary responsibility for authorizing road closings on University property associated with safety- and security-related issues and special events (e.g., races, building dedications, ceremonies, etc.). Notice of special events that may require road closings must be submitted 30 days prior to the date of the event. UPD is responsible for coordinating road closings associated with special events on University property with the following departments:

- Community Partnerships
- Student Affairs
- Department of Athletics
- Emergency Management (Academic Division)
- Emergency Management (Medical Center)
- Facilities Management
- Office of Major Events
- Parking and Transportation
- Housing & Residence Life
- Other offices as deemed appropriate.

Facilities Management is responsible for road closings associated with construction and utility work on University property.

Once approved, those within the University community impacted by any road closing will be notified in a timely manner.

For all non-emergency construction and utility projects, the Medical Center shall have two weeks advance notice of planned road closures impacting Health System operations on University property. This includes, but is not limited to: Lane Road, Lee Street, Brandon Avenue, Monroe Lane, 11th Street, Crispell Drive, Jeannette Lancaster Way, Hospital Drive, and Jefferson Park Avenue.

Compliance with Policy:
Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies.

Direct questions about this policy to the University Police Division or Facilities Management.

Procedures

The procedure applies to any group or individual including any University department, University-Associated Organizations, contracted independent organization (CIO), or outside entity requesting street(s)/road(s) closings associated with special events on University property.

1. Complete the Special Event Application and Road Closing Request Form. For the:
    a. **Description of Event and Purpose:** Provide a brief description of the event including an explanation for the road(s) closing.
    b. **List Streets/Roads Proposed to be Closed:** Specify the street(s)/road(s) requested to be closed. Specify the location on the street(s)/road(s) to be barricaded. Identify the time period for the street(s)/road(s) closing and indicate whether any traffic will be allowed during that period (e.g., roads may be open to traffic intermittently during a race).

Major Category Safety, Security and Environmental Quality

Next Scheduled Review Saturday, July 3, 2027

Revision History

Edited Title 7/16/24; Added safety/security-related issues 7/3/24; Added Compliance section 7/22/21; Confirmed 2/2/21.

Supercedes Policy Text
XV.I.2 Road and Street Closings on University Grounds for Special Events.

Approved By Policy Review Committee

Approved Date Friday, July 11, 2014