

STUDENT GROUP CONSTRUCTION RULES AND REGULATIONS

The safety of our students is our highest level of concern at Mississippi State University. In the past, from time to time, student construction of temporary facilities, structures, and decorations for special events have been potentially dangerous or created hazardous conditions. As an additional concern, it is desirable that an institution of higher learning maintain an atmosphere and decorum that is in keeping with its educational mission. Unsightly construction and debris remaining after an event seriously detract from the appearance of our campus. The University, therefore, promulgates the following regulations for all construction on property owned or leased by registered student organizations:

Student groups wishing to build a structure must complete the following four steps prior to the structure being used: 1) design review/materials approval, 2) safety briefing, 3) completion of a risk assessment package and 4) a safety and loss control assessment

1) Both a design plan, and a written description of construction materials to be used must be turned in to the Student Affairs Risk Manager at least six weeks prior to the planned construction.

2) At the same time, (six weeks prior to the event), the student group leader in charge of the project must meet with the Student Affairs Risk Manager to receive a safety briefing and risk assessment package for student planned events

3) The student project leader will turn in a completed risk assessment package to the Student Affairs Risk Manager no later than one month prior to the event. The Risk Manager will review the design plan, risk assessment package and materials list. If the Risk Manager finds the above documents satisfactory, construction may proceed no earlier than noon, two days prior to the event. Once construction begins, the project and site are subject to random observation by Student Affairs and Greek Life professional staff, primarily the Risk Manager. Student groups who want their structures completed are encouraged to engage the Risk Manager and Greek Life staff early and often. University authorities may halt construction, order the dismantling of a structure, or forbid the use of a structure at any time if safety concerns are raised

4) A safety and loss control assessment will be conducted after construction is complete and before the use of any structure. This assessment may be conducted by either Student Affairs professional staff (usually the Risk Manager) or Greek Life personnel. A safety and loss control assessment is provided as a partnership service to the student group. It does not constitute a certification or guarantee that a structure is safe, and should not be construed to be all-inclusive. Rather, it does present a conclusion on the date and time of the assessment. Following the facilitator model of risk assessment, it represents the university's commitment to partner with student

organizations in an attempt to identify and correct any potential hazards which might present an unsafe environment. It is ultimately the responsibility of the student group to remedy any hazards. Provided the above process is followed and the safety and loss control assessment does not identify any concerns, then the event may proceed.

A contractor may be used to build a structure. However, all guidelines listed above still apply. In addition, a signed contract in which the contractor assumes all liability for the structure must be turned in to Student Affairs for approval at least one month prior to the date of use.

In addition to the risk management process outlined above, the following rules must be adhered to regarding construction:

- Only light construction with approved building materials is permitted. Examples include blinds, fences or decks.
- Approved building materials are defined as lumber or materials which would ordinarily be used to construct a privacy fence or a patio deck. Examples include fence posts or ties not greater than 4x4 inches in diameter, 2x4 planks, 2x6 planks, one-inch thick plywood, bamboo poles, and camouflage netting.
- Logs, timbers, or large beams are specifically prohibited and may not be used
- No structure or fence will be erected such that failure will cause them to reach a utility system, sidewalk, road, or parking lot.
- No platforms or other structures on which people can stand may be more than 3 feet above the ground.
- No fence posts or poles greater than 4 inches in diameter may be used
- No structure may be over 12 feet high.
- No pools or standing water may be constructed.
- No water slides may be built above ground level.
- No torches or other open flame may be within 15 feet of bamboo, wood or other flammable materials.
- All materials used in the construction must be obtained legally. Do not, for instance, illegally cut bamboo from a wildlife refuge or private property without the owner's consent.

- Upon request of the student group, MSU Facilities Management will provide information on location of known utilities lines or other things which may affect the project; however, MSU Facilities Management will not design, coordinate, or approve student build structures.
- All construction, decorations, debris and unsightly materials must be completely removed from the site of the event and university premises by noon on the day following the event

Any violation of the above regulations, including failure to follow the risk management process in a timely manner or problems as a result of construction (examples, but not limited to cutting illegally, fire, injury, disposal, etc.) may result in the loss of building privileges for an indefinite period of time and may result in a permanent loss of building privileges for the entire system. Additionally, willful failure or neglect of the above procedures may result in additional sanctions as determined by the Vice President of Student Affairs.