

## **Guidelines for Reserving the Laura M. Harrison Plaza Fountain**

The Laura M. Harrison Plaza Fountain is a central and iconic feature of the University of North Alabama's campus, and its use is reserved for select institutional events that align with the university's mission and traditions. The following guidelines outline the criteria and process for reserving the fountain for official events.

A "University sponsored event" shall be any event at the Harrison Plaza Fountain area that is sponsored by a University of North Alabama college, office, department, officer, employee, or agent of the University on behalf of UNA. Approved University events for this space include but are not limited to:

Academic Convocation  
Admissions Early College and Preview Day-type events  
Light the Fountain  
The Lucky Dip  
University Advancement events

### **Reservation Process**

**Request Submission:** In accordance with the [University of North Alabama's Free Speech and Assembly Policy](#), the University strongly encourages that all activities be registered with the appropriate office and the desired location be reserved in advance to determine if the space is available and to allow time to make adequate University arrangements. For more information regarding space availability, contact the [Office of University Center Operations and Event Management](#), located in the Guillot University Center, room 107, (256)-765-4658. All reservation requests must be submitted to GUC Operations and Events Management at least 30 days in advance of the event.

The University will maintain and enforce constitutional time, place and manner restrictions for outdoor areas of campus only when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral and viewpoint-neutral criteria, and provide for ample alternative means of expression.

**Approval Authority:** Requests will be reviewed and approved by GUC Operations and Events Management in consultation with and at the discretion of the Vice President for Student Affairs or their designee.

**Compliance:** Event organizers must comply with all university policies, including safety regulations and maintenance considerations.

**Usage Restrictions:** The Harrison Plaza Fountain area cannot be used for personal events, unsanctioned gatherings, or events not listed above. Individuals and organizations may not set up tables without being pre-approved and must only utilize University property in accordance with the approved reservation process.

### **Campus Sustainability**

The University of North Alabama is a beautiful place for photographing moments of special occasions. Protecting the ornamental features of the Plaza (i.e., personalized bricks, marble and bronze plaques, and other items associated with the Legacy Initiative) is an additional reason we restrict usage of heavy equipment, and non- UNA property in this area of campus.

The use of paper, plastic, and/or foil confetti is prohibited. These items take a toll on our environmental footprint, clog drains and pumps, and becomes deposited and scattered throughout flowerbeds and walkways. It can also be mistaken for food by birds and other wildlife, which is dangerous to them. The use of these items is littering and violates university policy and state law. We take pride in the appearance of our campus, and we ask that you please help us keep the UNA campus beautiful and environmentally sustainable as well as safe for birds and other wildlife. UNA requests that you use: bubbles, flower petals, plant or bird seed, ribbon wands and/or vanishing confetti.

Approved by UNA Executive Council - March 2025