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| SUBJECT: UCF Reflecting Pond | Effective Date: 10/15/24 | Procedure Number: FBO 2017 FS0009 | |
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| | Responsible Authority: Assistant Vice President, Utility and Engineering Services and Assistant Vice President, Facilities Operations | | |

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all students, faculty, staff, and visitors. Maintenance activities are exempt.

BACKGROUND INFORMATION:

The Reflecting Pond, completed in 1967, was one of the first structures built on campus. The 225,000-gallon concrete pond provides an iconic background for all to enjoy and photograph.

PROCEDURE STATEMENT:

UCF places a high priority on maintaining this iconic landmark. Facilities and Business Operations (FBO) is responsible for keeping the Pond in a safe and pristine manner.

PROCEDURE:

The Student Union is responsible for managing event requests in and around the Reflecting Pond. All activities near or in the Reflecting Pond must be approved through the Safety Action for Event (SAFE) form.

Entry into the Reflecting Pond by humans or animals without official approval is prohibited. Items such as floating objects, glitter, confetti, soap, etc. are prohibited to be placed or thrown into the Reflecting Pond.

In addition to the SAFE form, the organization hosting an event at the Reflecting Pond must complete the FBO Events Services Request Form, in order for FBO to prepare for possible water treatments and cleaning of the area before or after an event. Labor fees will apply, per the rates set forth at the FBO University Billing webpage.

RELATED INFORMATION:

SAFE Form: <http://safe.sdes.ucf.edu>

FBO Events Services Request Form: <https://fo.ucf.edu/2020/06/28/events/>

FBO University Billing: <https://fo.ucf.edu/labor-rates/>

Approved By: Jonathan Varnell, Vice President, Administrative Operations, DATE 10/14/2024