**Student Affairs Reservations**

**Outdoor Event Permit**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Information | | | | | | | | |
| Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Student Affairs Department | University Department | Student Organization | Non-Profit Organization | Non-University Group | | | | | | | | | |
| Event Title | | | | | | | Type of Event/purpose  (Meeting, reception, etc.) | |
| Event Location | | | | | | | Estimated Attendance | |
| Event Date(s) | | Set-up Time | Start Time | | | End Time | | Take-Down Complete Time |
| Description of Event | | | | | | | | |
| Will the event charge | |  |  |  |  | | --- | --- | --- | --- | | admission? | registration fee? | for a meal? | No | | | | | | | | |
| Will the event sell any items or services, or conduct a fundraiser? | | | | YES  | NO  | | | | |
| Will the event include off-campus attendees? | | | | YES  | NO  | | | | |
| Will the event involve music, singing, or amplified sound? | | | | YES  | NO  | | | | |
| Will the event involve decorations? | | | | YES  | NO  | | | | |
| Will the event serve food or beverages? | | | | YES  | NO  | | | | |
|  | | | | | | | | |
| Facility request | | | | | | | | | |
| **Outdoor Space Request**   Green Space Cater Lawn  Amphitheater  Open Air Forum Haley Concourse  Foy Hall Banner Poles  Roosevelt Concourse  Thach Concourse Au Bon Pain Patio  Quad Entrance Patio Haley Center Banner Poles Student Center Banner Poles Memorial Gardens Upper Quad(behind Cater Hall) | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | CUstomer Information | | | | | | | Individual responsible for event | | | E-mail Address | | | | | Address | | City | | State | Zip | | | Cell # | Work # | Fax # | | Best time to be contacted | | | | Student Organization Advisor (if applicable, print name): | | Student Organization Advisor Signature: | | | | |  |  | | --- | | Billing information | | Payment by   |  |  |  | | --- | --- | --- | |  Cash | Check |  Credit Card  Money Order  Banner Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  | | | | | |
| Conditions and liabilities | | | |
| I understand that my copy of this completed form does NOT represent a confirmed reservation. I further understand that all facilities and equipment are subject to availability. I understand that if this reservation is approved, I will comply with all applicable university policies and procedures. I agree to ensure that members and guests of the sponsoring organization will not move or tamper with any furnishings or equipment, including tables and chairs, and failure to do so may result in additional charges. I will be responsible for submitting any necessary forms, payments, or information to Student Affairs Reservations by the dates specified on my Room Confirmation and understand that failure to do so may result in cancellation or additional charges. I understand that fees may apply to the event/meeting I am trying to reserve. I understand that misrepresenting the nature of the activity or failure to fully disclose pertinent details regarding this event/meeting, may result in additional charges or denial of future facility use. I also understand that the University retains the right to cancel, deny, postpone, or alter arrangements for any event if necessary. | | | |
| Applicant’s Signature |  | Date |  |
| Student Affairs Reservations Signature |  | Date |  |