**Outdoor Event Reservations Procedure**

**Green Space, Cater Lawn, Amphitheater, Upper Quad, Memorial Gardens, and Au Bon Pain Patio**

**REQUESTING A SPACE**

Please contact the Student Center Reservations office at 334-844-1320 to secure a tentative reservation date for your event. All events must be submitted to the [Campus Event Planning System](http://www.auburn.edu/communications_marketing/events/) for approval. Facility requests (requiring no special equipment or personnel) should be submitted at least 20 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of [Public Safety and Security](http://www.auburn.edu/administration/public_safety/), must be submitted at least 30 business days in advance. Requests submitted after these time periods may be declined. If your reservation is approved, a contract will be e-mailed to you. Events without a signed contract 3 business days prior to the event may be cancelled.

Please remember your reservation is not final and your event location should not be publicized until you have received confirmation from the Student Center Reservations office. Student Center Reservations has the right to limit how long and how often a department or organization can reserve facilities.

**RESERVATION CHANGES AND CANCELLATION**

To make changes to your event, contact the Student Center Reservations Office (334-844-1320) at least 3 business days prior to your event.

Groups must cancel reservations at least 3 business days prior to the event. Failure to do so will result in the department or organization being charged for all event charges or a penalty fee.

**SPECIFIC PROVISIONS**

 **Clean-up Deposit**

All groups will be required to pay a refundable clean-up deposit prior their event start date.

**Amplified Sound**

Any group requiring the use of amplified sound will need to fill out the [amplified sound permit](https://fp.auburn.edu/facilities/tentsoundreq/Sound.aspx) for approval.

Hours of amplified sound:

* + Sunday-Thursday 5 pm – 10 pm
	+ Friday 5 pm – midnight
	+ Saturday 8 am – midnight
	+ Monday – Friday 8am – 5 pm. \*Decibel sound restrictions\*

**Food**

Food is allowed and must be prepackaged, sealed, and purchased from USDA/FDA approved companies. Outdoor food preparations must adhere to the Alabama Department of Health, Food Service Guidelines (guidelines can be found at <http://adph.org/foodsafety/assets/TempEvents.pdf>

## Security

Auburn University requires that a police officers be present when money is being taken up at an event. For other events, security may be required at the expense of the patron. Auburn University requires events requesting attentional security to use Murray Guard. Security requests must be made at least 15 business days prior to the event. Requests submitted after this time period may be declined. To obtain security, please contact the Department of Public Safety and Security, (334) 844-8888 or <http://www.auburn.edu/public_safety/>.

**Chalking and Sidewalk Decals**

Chalking and sidewalk decals are prohibited on any outdoor event space.

**Damages**

The sponsor is responsible for leaving the facilities clean and without damage. The sponsor will be charged for any damage occurring to the facilities and equipment during their reservation. If additional clean-up of a facility is necessary, a clean-up fee will be incurred.

Sponsors hereby assume full responsibility for the acts of all persons using the facility and/or event space, and hereby agree to reimburse Auburn University for any and all damages done to outdoor event spaces.

**PAYMENT**

Payment for meetings or events sponsored by university departments or registered student organizations is due within 30 business days after the event. Payment must be made by the sponsoring organization or a university department.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, cash, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

**PARKING**

Parking on campus is by permit only. Questions regarding parking should be directed to the Auburn University [Parking Services](http://www.auburn.edu/administration/parking_transit/parking/index.php), (334) 844-4143 or <http://www.auburn.edu/parking>.