



Student Center Reservations Outdoor Event Request Form

INSTRUCTIONS: Please fill out the form below. Completed forms should be returned to Student Center Reservations, 255 Heisman Dr. Room 1301, Auburn, Alabama 36849 or email to: reservations@auburn.edu.

EVENT INFORMATION

Name of Organization				
<input type="checkbox"/> University Department		<input type="checkbox"/> 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:				
<input type="checkbox"/> admission?		<input type="checkbox"/> registration fee?		<input type="checkbox"/> for a meal? <input type="checkbox"/> N/A
Will the event sell any items or services, or conduct a fundraiser?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
Will the event include off-campus attendees?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
Will the event involve music, singing, or amplified sound?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
Will the event involve decorations?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
Will the event serve food or beverages?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				

FACILITY REQUEST

Outdoor Space Request

Campus Green Cater Lawn Amphitheater Haley Concourse Roosevelt Concourse Thach Concourse Au Bon Pain Patio
 Quad Entrance Patio The Garden of Memory Upper Quad (behind Cater Hall)

CUSTOMER INFORMATION

Individual responsible for event		E-mail Address		
Address		City	State	Zip
Cell #	Work #	Fax #	Best time to be contacted	
Sponsoring University Organization (if applicable, print name):		Sponsoring University Organization Liaison Name:		
Sponsoring University Organization Liaison Signature:				

BILLING INFORMATION

Payment by Cash Check Credit Card Money Order FOAP 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 Center Reservations by the dates specified on the Letter of Agreement and understand that failure to do so may result in cancellation or additional charges. I understand that fees may apply to the event I am trying to reserve. I understand that misrepresenting the nature of the activity or failure to fully disclose pertinent details regarding this event, 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 _____