

# OUTDOOR SPACE REQUEST

Please complete this form by including all requested information.

**Submission of this form does NOT constitute a reservation.**

*All requests must be accompanied with an Event Checklist*

Host Department/Organization \_\_\_\_\_

Authorized Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Title \_\_\_\_\_

Event Type (Please Check One)

Reception  Speaker  Rally  Band / DJ  Picnic  Fair  Other \_\_\_\_\_

Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Set Up Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Expected Attendance \_\_\_\_\_

Catering or Food Service?  None  AU Catering  Off-Campus Vendor / Vendor Name \_\_\_\_\_

\*(contract required)

Are you hosting a non-AU organization?  Yes  No (Please note that rental fees may apply.)

If yes, please name the organization: \_\_\_\_\_

Please describe event in detail \_\_\_\_\_

## Space Requested:

- Friedheim Quadrangle  McKinley Green  
 Leonard Picnic Area  Letts-Anderson Quad  
 Woods-Brown Amphitheater

## Are you planning on charging an entry fee?

Yes (If so, what amount \_\_\_\_\_)  No

## Is this event open to the general public?

Yes (Requires additional approval and security coverage charged at \$25 per officer/hr./min. 4hr.)  
 No

## Does your event require amplified sound?

Yes (If so, please submit an Amplified Sound Application.)  
 No

## Equipment Requirements

Public Address System  Tables/Chairs  Musical Amplifiers  Staging  
 Boom Box  Other

*Some fees may apply based on space, services or equipment associated with the event. Not all set-up configurations are suitable for all spaces. University Event Scheduling reserves the right to relocate your preferred request according to space availability and/or appropriateness. Some fees may apply based on space, services or equipment associated with the event.*

## Signatures

*By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation & that I should not advertise this event until I have received a confirmation from University Event Scheduling.*

Authorized Sponsoring Rep. \_\_\_\_\_ Date \_\_\_\_\_

Student Activities Advisor \_\_\_\_\_ Date \_\_\_\_\_

University Center Representative \_\_\_\_\_ Date \_\_\_\_\_