

Campus Grounds Request Form

Up to one (1) week per event may be reserved for outside facilities.

Sponsoring Organization _____

Contact Person _____ Contact Phone _____

Contact Email _____

Location Requested _____

Event Start Date _____ Event End Date _____

Event Start Time _____ Event End Time _____

Description of Event: _____ FundRaiser Yes No
If yes, must turn in fundraiser form to reserve space!

Set-up Needs

(Speakers, amplifiers, musical equipment, etc. are NOT allowed on Olin patio area. You must set up on the grass.)

tables # _____ chairs # _____

stage - # of Pieces _____ electricity (available on Olin Quad only)
(4'x8' pieces, 12 pieces available)

***** Please note *****

Failure to return the table(s) and chairs as listed above will result in a \$40 per table and a \$15 per chair charge to the organization.

I have read and understand the current noise policy and agree to follow all policies related to the use of campus grounds as stated in the Student Organization Handbook. I further understand that my organization will face a financial penalty for failure to return the proper number of tables and chairs and my organization will not be permitted to use campus facilities until such penalty is paid.

Organization Signature _____ Date _____

Pick up table(s) chairs from _____

Must leave student ID

Return table(s) chairs to _____

Tables and chairs will be delivered/picked up

Office Use

SAO approval _____ Date _____

Entered on computer on _____ by _____

Emailed Work Control on _____

Tables/Chairs Returned

Date _____ Time _____

SAO initials _____