

Outdoor Space Request Form Truman State University

Office phone: 660-785-4222 Fax: 660-785-4264

Completion of this form represents the beginning of the reservation process. Upon receiving this form, the Student Union staff will coordinate discussions with appropriate entities to address any concerns they may have about your event. Additional insurance may be required for your event as well (i.e. 5k's, larger events) Incomplete information below will result in delays and potentially not allow for a reservation to occur. If you have any questions, please do not hesitate to contact us directly by email at union@truman.edu. We look forward to helping you plan this event.

**Request must be submitted at least 10 business days before the event
Unsigned requests can NOT be processed.**

Agreement: I will abide by all pertinent Truman State University policies to the best of my knowledge. Please notify our office of any cancellations or changes to this reservation once it has been confirmed.

Signature: _____ **Date:** _____

Organization / Dept. Name:			
Person Responsible:			
Contact Phone Number:		Contact E-Mail:	
Event Title:			
Event Type: <i>(publicity table, fundraiser, BBQ, festival, athletic game, practice, etc.)</i>			
Estimated Attendance (at one time):			<i>enter time in hh:mm tt where tt is am/pm</i>
Starting Time:	AM/PM	Ending Time:	AM/PM
Date(s) of Event: *Must be submitted at least 10 days out*			
Check here if weekly Request : Preferred week day:			
Requested Location (see map on back of form):			
Will this event have any sound amplification? Yes No		Open flame? Yes No	
Will this activity need electricity? Yes No		(describe)	
<i>Electrical outlets are located on the lamp post in section C/D/E, behind the Joseph Baldwin statue, and in the BH/PML triangle. Extension cords should not be run across sidewalks.</i>			
Organization Advisor's name:		E-mail:	
Please provide a COMPLETE description of your event below along with any special reservation notes:			

Date Taken	Date Entered	Who Entered?	Reservation #