

OUTDOOR SPACE REQUESTS

OUTDOOR SPACES YOU CAN REQUEST IN THE LOTTERY:

For information about which outdoor spaces are reservable, please see the map on the back of this page. Spaces are subject to change.

RESERVATION PROCESS AND INFORMATION:

ALL REQUESTS MUST BE SUBMITTED ON VIRTUAL FORMS NO EARLIER THAN **March 20th at 8:00am.**

- o Fill out the outdoor space request form, which can be found online at union.truman.edu/room-lottery-forms. Please be specific on which location you would like to reserve by indicating its location on the map on the back of the form and writing the location in the designated field.
- o The outdoor map is on the reverse side of this document in order to familiarize you with it.
- o All outdoor space reservations **require a detailed event description** and must list their organization advisor's name and email address (*this must be a Truman faculty or staff member*).
- o Email the form to our office between **Wednesday, March 20th at 8am and Friday, March 29th at 12pm, for priority consideration.**
- o Anything turned in after 12 PM on March 29th will be processed on a first-come, first-served basis AFTER all lottery requests have been processed.
- o **All tables, chairs & trashcans for outdoor events** need to be ordered through Physical Plant (660-785-4200) located at **GS206**, or you can download a form: <http://physicalplant.truman.edu/services/special-event-support/request-forms/>
- o Sound equipment may be used on the **Student Union Mall, Student Union Lawn, Quad, Red Barn, and Sunken Gardens** at a reasonable volume. Music cannot be played near the Library and/or classroom buildings. If need be, make sure to reserve a space with access to electricity.
- o Only some outdoor spaces have access to electricity. Electrical outlets are located on **the lamp post in Quad section C/D/E, behind the Joseph Baldwin statue, the BH/PML triangle and, Red Barn Park.** Extension cords cannot be run across sidewalks.
- o Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocate.

CONFIRMATIONS:

- o Lottery request confirmations will be sent electronically as soon as possible.
- o All outdoor space requests must be approved by DPS, Physical Plant and your organization's on campus advisor. Your request will remain "pending" until we receive all the proper approvals.
- o Your space will be held during this confirmation process but you cannot use the space until you receive a full confirmation

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 the Outdoor Reservation Coordinator 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.

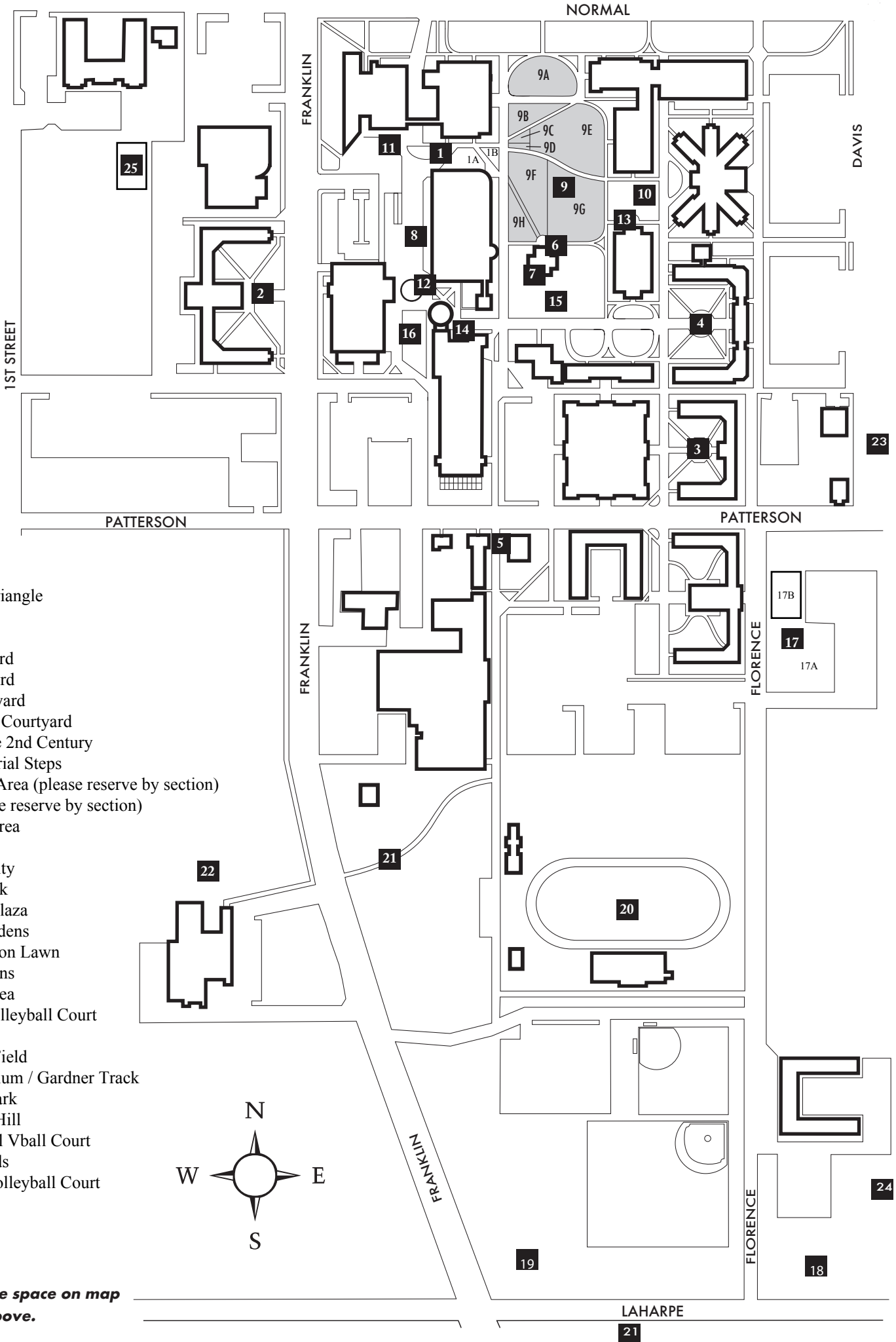
Agreement: I will abide by all pertinent Truman State University policies to the best of my knowledge. Please notify our office of any cancellations or changes to this reservation once it has been confirmed.

Signature: _____ **Date:** _____

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|---|--|-----------|----------------------------------|---------------------|--|
| 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): | | | | | |
| Starting Time: | | AM | PM | Ending Time: | |
| | | | | AM | |
| | | | | PM | |
| Date(s) of Event: *Must be submitted at least 10 days out* | | | | | |
| Requested Location (see map on back of form): | | | | | |
| Will this event have any sound amplification? | | | Open flame? (describe) | | |
| Will this activity need electricity? <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: | | | | | |

| Date Taken | Date Entered | Who Entered? | Reservation # |
|------------|--------------|--------------|---------------|
| | | | |

CAMPUS



**Please indicate space on map
if not listed above.**