

# 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 **October 31<sup>st</sup> at 8:00am.**

- Fill out the outdoor space request form, which can be found online at [union.truman.edu/room-lottery-forms](http://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.
- The outdoor map is on the reverse side of this document in order to familiarize you with it.
- 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).
- Email the form to our office between **Thursday, October 31<sup>st</sup> through Friday, November 8<sup>th</sup> at 4pm, for priority consideration.**
- Anything turned in after 4 PM on November 8<sup>th</sup> will be processed on a first-come, first-served basis AFTER all priority consideration have been processed.
- **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/>
- 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.
- 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.
- 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.
- No food directly in front of the Student Union building that is not catered by Sodexo.

## CONFIRMATIONS:

- Lottery request confirmations will be sent electronically as soon as possible.
- 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.
- Your space will be held during this confirmation process but you cannot use the space until you receive a full confirmation