

MALL RESERVATION FORM

Location Requested (please see map on back): _____

Date Requested: _____ Maximum number of people anticipated at one time: _____

Name of organization/department: _____

Description of event: _____

Hours requested: _____ to _____ <Please enter your time in hh:mm tt format where tt is am/pm

Tables must be ordered through Physical Plant for all areas. 660-785-4200, or you may go on-line. See information below

Will music be played**: No Yes

* The name of the organization must be clearly displayed at the table.

***All tables for outdoor events** need to be ordered through Physical Plant, 785-4200, located in General Services, or go on-line to download a form: <http://physicalplant.truman.edu/requestForms/table-chair-frm.htm>. **Tables must be placed on brick or concrete areas only and not on grass.**

****Sound equipment** may be used Monday-Friday from 11 a.m. - 2 p.m. and from 5 p.m. - 10 p.m. at all locations. Music may also be played on Saturday and Sunday from 11 a.m. to 10 p.m. **Groups must provide their own equipment.**

*Sound must be kept at a low level so as not to be heard from 50 or more feet away. The volume must not interfere with persons using other mall spaces, campus facilities, offices, and departments or disrupt any classes.

*Our policy is to issue two warnings per day for noise violations. If there is a third violation, the organization will be asked to vacate and privileges for mall reservations will be revoked for the remainder of the day and the organization will be reported to OCCS.

*If your scheduled date conflicts with an activity taking place in the Student Union (such as testing or a large meeting), the Student Union reserves the right to ask your organization to reschedule or turn music off because of potential noise disturbance.

*Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall, obstruct pathways or block doors. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocated their activity.

*Reservations for Mall space are limited to one space per organization per day, with exceptions made by the Asst. Director of Union & Involvement Services.

*Events requesting the use of grills or open flames are subject to approval from the Asst. Director of Union & Involvement Services and will not be permitted in all areas.

*Food service must be provided by Sodexo for Mall locations, except Mall Brick Area B1 & B2 and McClain/Baldwin Mall.

*Access to power is at the following locations: Music on the Mall A3 & A4, Mall Brick Area B1 & B2, and McClain/ Baldwin Mall

*Use of the Student Union Lawn & Fountain Platform are subject to approval from the Asst. Director of Union & Involvement Services.

I, the undersigned, have read and understand the above conditions regarding Student Union and McClain Mall reservations. I also understand the sound restrictions and agree to abide by all requirements for reserving these areas. I also understand that these policies are subject to change by Union & involvement Services to best serve the campus community.

(Name)

(Organization)

(Date)

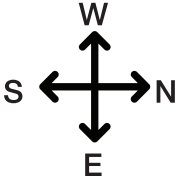
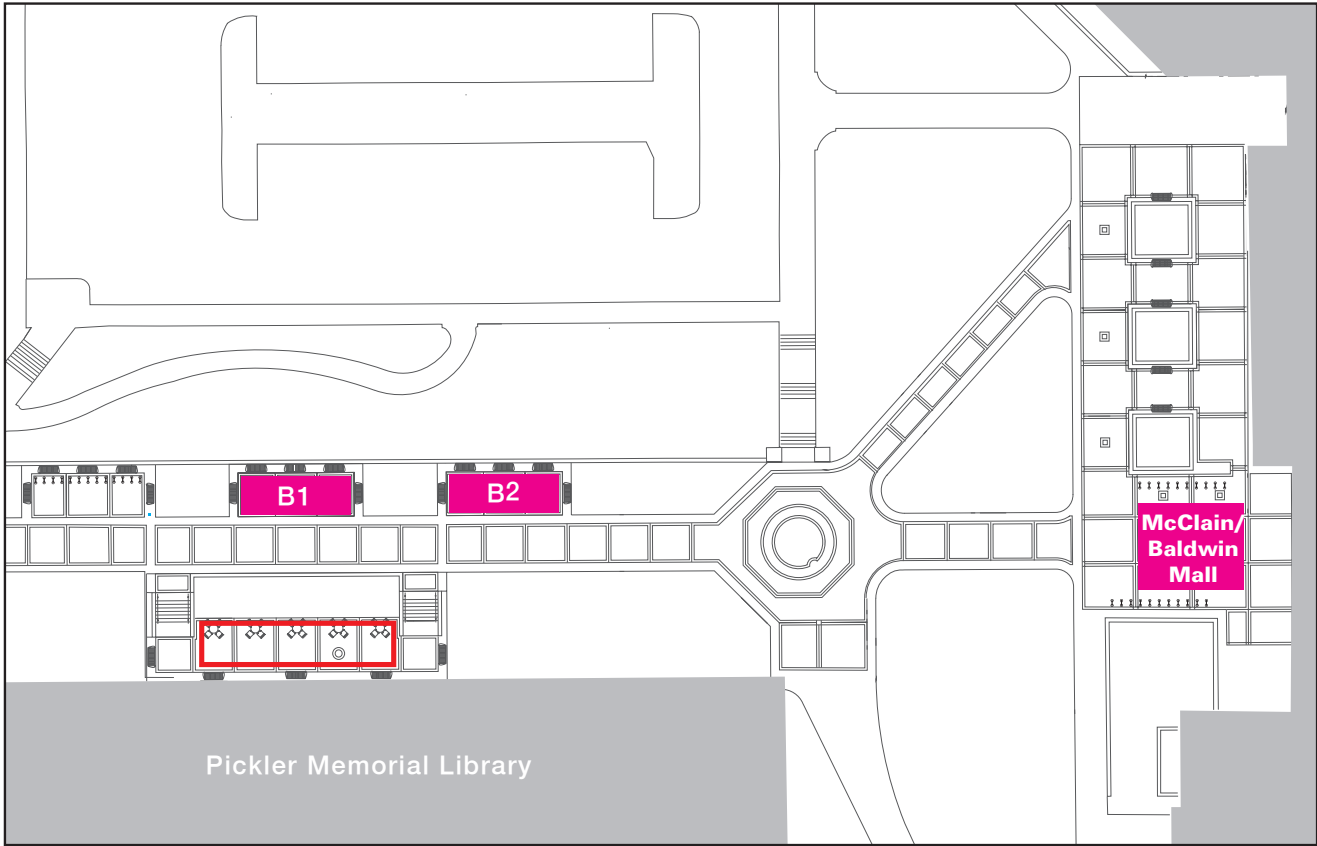
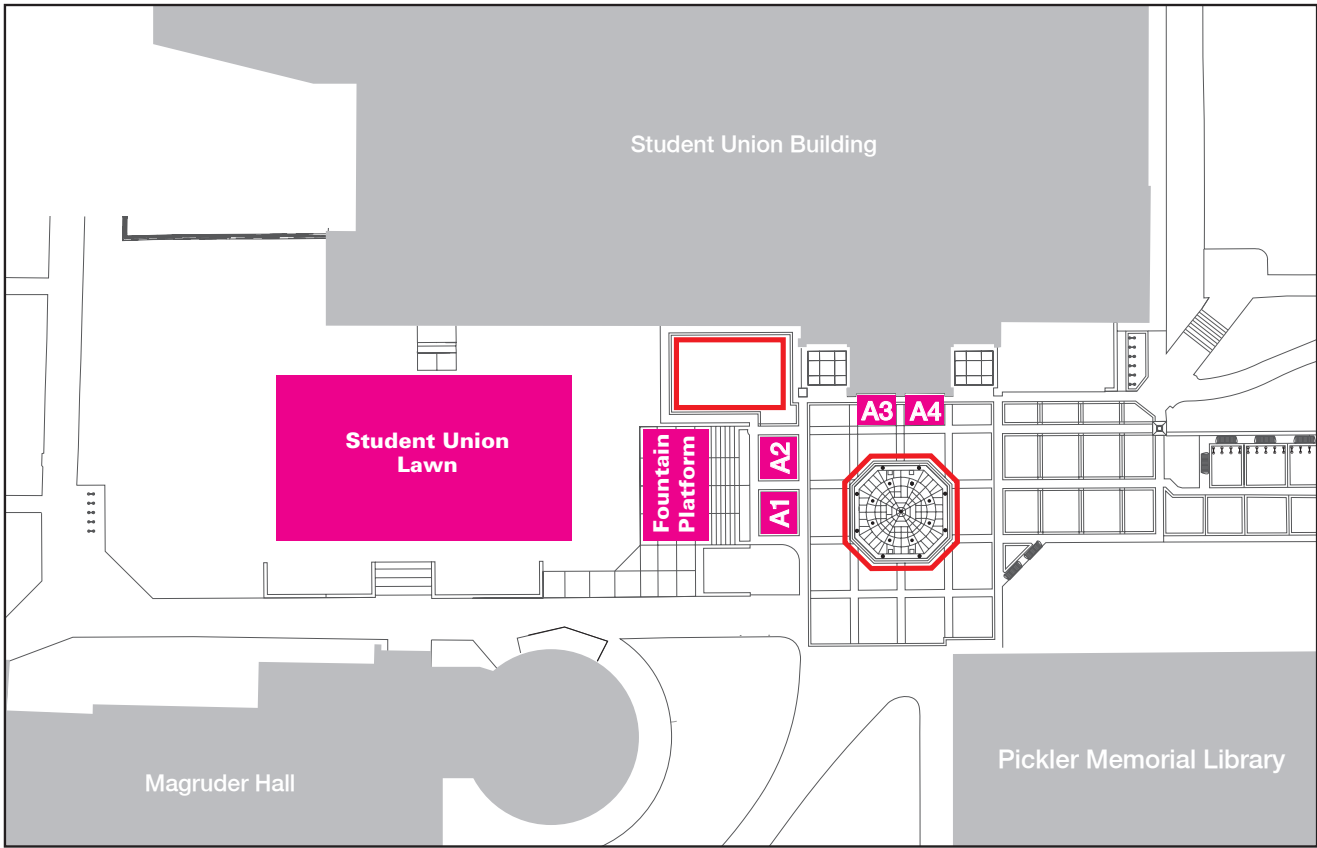
Phone Number

(E-mail address)

(Signature)

Date Taken	Date Entered	Who Entered	Reservation Number

MALL RESERVATION FORM



KEY:
 Music on the Mall: A1, A2, A3, A4
 Mall Brick Area: B1, B2

Access to Power:

- Music on the Mall A3 & A4
- Mall Brick Area B1 & B2
- McClain/Baldwin Hall