

Outdoor Space Requests

Request Forms and Information:

- 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:

All requests must be submitted on VIRTUAL FORMS no earlier than **Thursday, March 19th at 8:00 AM**.

- 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.
- 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).
- Individuals requesting Stokes Stadium will need to **sign a usage agreement** before the reservation will be confirmed.
 - **Usage agreements are for the school year, not the calendar year.**
 - Reservations for Stokes Stadium will be processed after all varsity athletic events are scheduled.
- Email the form to our office between **Thursday, March 19th (8:00 AM) and Friday, March 27th (12:00 PM)** for priority consideration.
- Anything turned in after **12:00 PM on March 27th** will be processed on a first-come, first-served basis AFTER all lottery requests have been processed.

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 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
 - Reservations for Stokes also need to be approved by the Athletic Department
- **All tables for outdoor events** need to be ordered through Physical Plant (660-785-4200) located at GS206, or you can download a form: physicalplant.truman.edu/services/special-event-support/request-forms/
- Sound equipment may be used on the **Student Union Mall, 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 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.