

Outdoor Space Request Form

Truman State University

SUB 2000 Office phone: 660-785-4222

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.

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

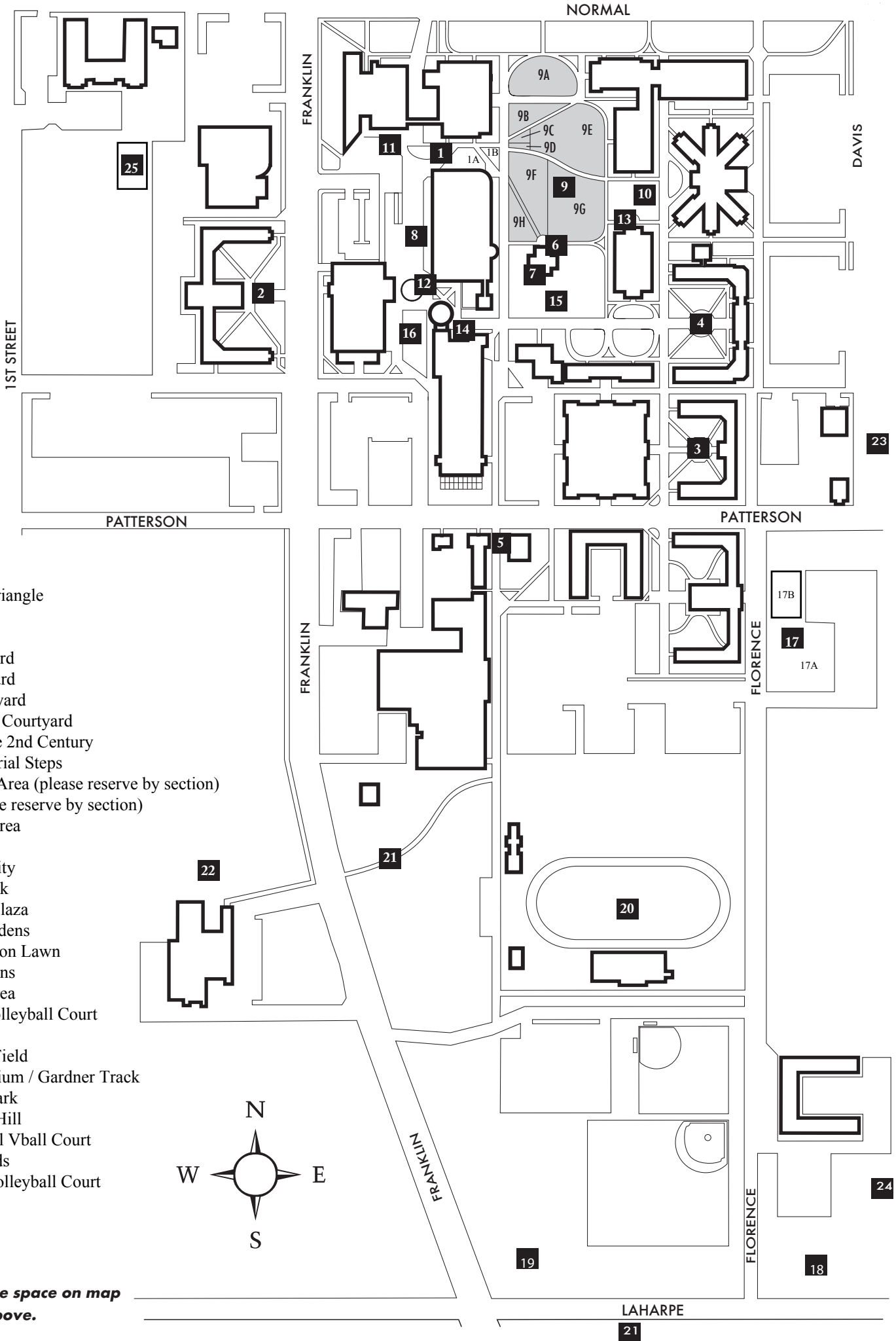
Agreement: I will abide by all pertinent Truman State University policies to the best of my knowledge. Please notify our office of any cancellations or changes to this reservation once it has been confirmed.

Signature: _____ **Date:** _____

Organization/Department Name:	
Contact Person Responsible:	
Contact Phone Number:	Contact Email:
Event Title:	
Event Type: <i>(publicity table, fundraiser, BBQ, festival, athletic game, practice, etc.)</i>	
Estimated Attendance (at one time):	
Beginning Time of Event (AM/PM):	Ending Time of Event (AM/PM):
Date(s) of Event: <i>*Must be submitted at least 10 business days in advance*</i>	
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:	Email:
Please provide a COMPLETE description of your event below:	

For office use only:			
Date Taken	Date Entered	Who Entered?	Reservation #

CAMPUS



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

Outdoor Space Requests

Request Forms and Information:

- For information about which outdoor spaces are reservable, please see the included outdoor space map. Spaces are subject to change.

Reservation Process:

ALL OUTDOOR SPACE REQUEST FORMS MUST BE SUBMITTED BY EMAIL NO EARLIER THAN **Thursday, October 22nd 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 included in this packet 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, October 22nd** and **Friday, October 30th at 12:00 PM**, for priority consideration.
- Anything turned in after **12:00 PM on October 30th** 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.