



EVENT MANAGEMENT OFFICE OUTDOOR AND ATHLETIC SPACE REQUEST FORM

(This form must be submitted a minimum of **TWO (2) WEEKS** before the event.)

Today's Date _____ Name _____

Contact Phone _____ E-Mail _____

Department/Student Organization Name _____

Area Requested

- | | | |
|--|---|--|
| <input type="checkbox"/> Elizabeth River Beach | <input type="checkbox"/> Williamsburg Lawn | <input type="checkbox"/> Field House** |
| <input type="checkbox"/> Bolling Square | <input type="checkbox"/> Kaufman Mall* | <input type="checkbox"/> Powhatan Field ** |
| <input type="checkbox"/> 49 th Street Plaza | <input type="checkbox"/> Soccer Field Picnic area | <input type="checkbox"/> Practice Gym** |
| <input type="checkbox"/> Other (please specify) _____ | | <input type="checkbox"/> Foreman Field** |

*Only limited use of Kaufman Mall lawn will be approved and only for events that will not cause damage to the grass.

**Athletic approval needed for this space

Event Information

Date of Event _____ Event Time (begin & end) _____

Event Name _____

Setup Time _____ (this may be determined by Event Management Office)

Description of Event (be very specific) _____

Estimated Attendance _____ Who will be attending this event? _____

Food Served Yes No (All food must be provided by Aramark Catering)

Alcohol Served Yes No (If yes, Alcohol Approval Form must be completed with OSAL)

Amplified Sound/Music Yes No Description of Sound _____

If sound requires an electrician, budget will be charged

Space Setup (the following items may incur a charge) Budget Code _____

Tables Needed Yes No If yes, how many _____

Staging Needed Yes No (approximate cost \$500) Size Needed _____

Chairs Needed Yes No If yes, how many _____

Clean-up Needed Yes No (may be determined by OSAL or athletics)

Electricity Needed Yes No

Security Needed Yes No (may be determined by OSAL or athletics)

PLEASE READ AND SIGN AGREEING TO ABIDE BY RULES AND REGULATIONS

- ◆ Alcoholic beverages by special permit only (form must be completed and approved by OSAL)
- ◆ No loud music outside after 11 pm (City Ordinance)
- ◆ No motor vehicles allowed on grass or boardwalk areas
- ◆ No open fires - use of grills only outside
- ◆ No pets
- ◆ All trash and litter must be collected and placed in plastic bags or litter cans (trash bags can be picked up from the Event Management Office)

I certify that I am familiar with the policies and procedures as listed <http://www.odu.edu/webroot/orgs/ao/po/poInproc.nsf/pages/index>, for use of university facilities, that this event is consistent with policies and procedures, that I accept the responsibility for compliance with same, and that my organization/department is responsible for any damages incurred in the facility at the time of the event.

Applicant's Signature _____ Date _____

Event Approval Signature _____ Date _____

Athletic Space Approval _____ Date _____

Comments _____