Outdoor Space Reservation Form

Today’s Date ________________  EVENT # ________________

University Department or Organization Name ____________________________

Event Title ____________________________

Main Contact Person ____________________________  Day Phone __________ Evening Phone __________

Creighton University Facilities Management will be responsible for turning off sprinklers, providing trash receptacles, providing additional electrical power and/or water at the most convenient source. ANY FEES ASSESSED BY FACILITIES MANAGEMENT TO PROVIDE ANY OF THE ABOVE MENTIONED SERVICES WILL BE THE CLIENT’S RESPONSIBILITY AS THE USER.

********PAYMENT INFORMATION MUST BE PROVIDED TO PROCESS THIS FORM********

You must provide a fund and organization number here.  FUND: __________  ORG: __________

Date requested _____________  From _____ a.m./p.m. Until _____ a.m./p.m.  #of guests expected: ______

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Location(s) requested (check locations that apply)

- Anderson Plaza
- ConAgra Plaza
- Fountain Area
- Harper North Lawn
- In Front of St. John’s
- Jesuit Gardens
- KFC Lawn
- KFC Patio
- Kidney Bean
- Morrison North Lawn
- Morrison South Lawn
- Morrison Stadium Parking
- Ryan Center South Lawn
- Skinner Mall entire
- Swanson Deglman Quad
- Table on the Mall
- Other outdoor location

(describe location requested)

Detailed description of proposed event: ____________________________________________________________

 Will alcohol be served? (RESTRICTED TO CAMPUS FOOD SERVICES)  YES ___ NO ___ Policy given to client _______

 Will food be served? (RESTRICTED TO CAMPUS FOOD SERVICES)  YES ___ NO ___ Policy given to client _______

 Is this a fundraising event? (Fundraiser Form REQUIRED)  YES ___ NO ___ Fundraising Form Recv’d _______

 Will electrical / water access be required?  YES ___ NO ___ Policy given to client _______

 Will sound amplification (provided by client) be used?  YES ___ NO ___ Policy given to client _______

 Will vehicles be parked on campus other than in a parking lot?  YES ___ NO ___ Policy given to client _______

 Will tents or any other portable apparatus be weighted down?  YES ___ NO ___ Policy given to client _______

ABSOLUTELY NO STAKING INTO THE GROUND IS ALLOWED

Certain services may not be available without a minimum of 5 working days advance notice due to staffing or set up time constraints.

****Signature: ____________________________

By signing, I (the client) acknowledge that I have been informed of all University policies relating to my outdoor event.

I agree to comply with all University policies regarding my event.

SSC Staff: _____________  FAXED TO:  Facilities ___________  Public Safety ___________  President’s Office ___________  Other ___________