

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: _____

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

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

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 _____