

OUTDOOR SPACE REQUEST

Please complete this form by including all requested information.

Submission of this form does NOT constitute a reservation.

You will be contacted via email by University Event Scheduling with confirmation. Incomplete requests will delay scheduling.

Host Department/Organization _____

Department/Organization Account Number _____

Authorized Contact Name _____

Phone Number _____ **Email** _____

Event Title _____ **Expected Attendance** _____

Event Date _____ **Start Time** _____ **End Time** _____ **Set-up Time** _____

Event Type

- Meeting Lecturer/Speaker Workshop Standing Reception Seated Meal Concert/Show Other: _____

Event Participants Campus Community General Public Invite Only Paid Participants

Admission Fee/Donations? No Yes If yes, amount: _____

Catering and Food Service None AU Catering Off-Campus Vendor, name: _____
 Pre-packaged/Store bought Other/Non-commercial, from: _____

Are you hosting a non-AU organization? No Yes: _____

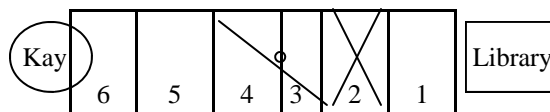
Please describe the event in detail: _____

Please list the timeline of events (including set-up and take-down): _____

Space Requested

- | | |
|---|---|
| <input type="checkbox"/> Friedheim Quadrangle 1-3 | <input type="checkbox"/> McKinley Green |
| <input type="checkbox"/> Friedheim Quadrangle 4-6 | <input type="checkbox"/> Letts-Anderson Quad |
| <input type="checkbox"/> Leonard Picnic Area | <input type="checkbox"/> Tunnel Median (south side) |
| <input type="checkbox"/> Woods-Brown Amphitheater | <input type="checkbox"/> Other: _____ |

Quad Diagram



Does your event require amplified sound? No Yes (Amplified Sound Request must be attached)

Event Set-up (All locations outside the University Center footprint and SIS Lounge, including outdoor space, are set-up by Support Services (2FIX).)

Desired Event Set-up (please list out or draw a diagram below): _____

(space for diagram)

