Outdoor Space Request Form

Event Name: ____________________________________________________________
Sponsoring Department/Organization: ______________________________________

Location: (check one)

Busch Campus:
☐ ARC (Allison Road Bus Stop Area) ☐ Engineering Quad Area

Cook/Douglas Campus:
☐ Archery Field ☐ Cooper Lawn ☐ Antilles Field ☐ Wood Lawn

College Avenue Campus:
☐ Voorhees Mall ☐ Bishop Beach ☐ Bishop Quad ☐ Old Queens Lawn

Livingston Campus:
☐ Tillett Hall Portico ☐ Fountain Area (between Lucy Stone Hall & Tillett Hall)

Contact Person: _______________________________________________________
Title: _________________________________________________________________
Phone: ________________________________________________________________
Email: ________________________________________________________________
Fax: ________________________________________________________________

Beginning Date: ________________ Begin Time: ____________________________
Ending Date: ___________________ End Time: _____________________________

Event Description: (Please provide information on the nature and type of proposed event)
_____________________________________________________________________
_____________________________________________________________________

Special Arrangements/Technical Requirements: (Please list any equipment, Tables, Tents, Sound, AV, etc. that you will be using at your event.)
_____________________________________________________________________
_____________________________________________________________________

____________________________________      _______________________________________
Sign and print your name.                                         Date

Please submit this form to the appropriate Dean of Students office.

____________________________________      _________________________________
Dean of Students Approval                                        Date

Please bring the approved form with you to your activity.
The following rules apply to outdoor events:

If you are a student organization, please contact your administrative advisor in the office of Student Involvement to receive all appropriate approvals.

No amplified sound, unless approved by the Dean of Students. Approval will be contingent upon time of event, whether or not offices are open, classes are being held, and the degree to which residents may be disturbed. If your event is to be given between 9 a.m. and 4 p.m., amplified sound will more than likely not be approved.

Special Event Support
Please use the applicable campus specific form listed below when requesting support services for your special event from University Facilities & Capital Planning. Support services include table & chair rental, custodial and/or grounds services or mechanical support from our electrical, carpentry, or plumbing divisions.

You are expected to leave the area as it was when you first arrived. Garbage must be collected and disposed of properly. You must bring your own garbage bags. You may hire Facilities Maintenance staff to do your clean-up. Request through facilities can be booked here.

http://www.fms.rutgers.edu/FMSSupportService/SpecialEventServReq/SpecialEventServReqBL.asp.