

# Outdoor Space Request Form

Event Name: \_\_\_\_\_

Sponsoring Department/Organization: \_\_\_\_\_

Location: (check one)

Busch Campus:

- Arch                       Engineering

Cook/Douglas Campus:

- Cooper Lawn     Wood Lawn

College Avenue Campus:

- Voorhees Mall     Bishop Beach     Bishop Quad     Old Queens Lawn

Livingston Campus:

- Tillet Hall Portico     Fountain Area (between Lucy Stone Hall & Tillet 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:

**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.

**Barbecuing**, grilling, cooking requires a permit from Emergency Services, which may be completed on-line at the following website. [http://rues.rutgers.edu/ES\\_files/FireSafetyPermitApplication.pdf](http://rues.rutgers.edu/ES_files/FireSafetyPermitApplication.pdf). Plus you must bring a fire extinguisher. Equipment to barbecue may be rented from Recreation Services by completing the on-line form [http://www1.recreation.rutgers.edu/images/customer-files/Equip\\_Rental\\_Form.pdf](http://www1.recreation.rutgers.edu/images/customer-files/Equip_Rental_Form.pdf). Of course, you can hire Dining Services to do the barbecuing for you and not worry about the aforementioned. *Torches are absolutely prohibited.*

**Parking** is for Rutgers students, faculty, and staff. If you expect guests from outside the University at your event and park, you will need to go to the Department of Transportation Services “Event Parking” web page, download, and complete “Special Event Parking Form” at <http://parktran.rutgers.edu/events.shtml>.

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 also hire Facilities Maintenance staff do your clean-up. You may indicate that you wish Facilities to do your clean-up on the form at this web page <http://www.fms.rutgers.edu/FMSSupportService/SpecialEventServReq/SpecialEventServReqBL.asp>.