

Please complete and return this form to the EMS office, located on the main level of the Memorial Union behind the information desk, a minimum of 2 full working days prior to your event for a regular table spot. Special Events require 2 weeks notice. Requests for space must be submitted by a registered student organization or university department.
Please read terms and conditions regarding use of space.

Section I: Event Name _____ Estimated Attendance _____

Sponsoring Organization: _____ Date(s) of Event: _____

Set Up Time: _____ am pm Start Time: _____ am pm End Time: _____ am pm Teardown: _____ am pm

Requested Spaces: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

The spaces requiring reservation are identified on the MU mall map and the Dome at Vista Del Sol. Sponsors are allowed to reserve space(s) in ten-day blocks, one space per day. An additional restriction of once per month, per sponsor applies to the MU North Stage Please see confirmation for equipment use details.

Section II: Organization Representative (primary contact)

Name: _____ E-mail: _____

Phone: _____ Fax: _____

Sponsored non-ASU Organization: Name: _____ Phone: _____

Section III: Type of Event (check all that apply)

Information/Recruitment Table Information Fair Band* DJ* Speaker Display

Fundraiser Special Event* Commercial Sales or Solicitation* Raffle*

Other* _____ Giveaway* _____ Overnight event* _____

Section IV: Pre-Event Planning

Many of the items below have restrictions or require special permission. You will be notified if action needs to be taken on certain items. The "Yes" items above and below marked with an asterisk (*) that include a sponsored non-ASU organization will require proof of insurance, including required endorsements, except that events involving expressive activities may be exempted from the insurance requirement (see # 20 in attached Terms and Conditions).

Please respond to the following questions:

	Yes or No	Details required for all Yeses
<input type="checkbox"/> Is the event open to the public?		
<input type="checkbox"/> Will admission/participation fee be charged?		
<input type="checkbox"/> Will any items be given away and/or sold?		
<input type="checkbox"/> * Will non-university organizations be contracted for services or have a presence at your event?		
<input type="checkbox"/> Equipment needs: <input type="checkbox"/> # of Tables <input type="checkbox"/> # of Chairs <input type="checkbox"/> Sound System (North Stage and SSV only) Tables and chairs are available to pick up from and return to the Student Pavilion weekdays 9 am to 5 pm. Evening and weekend requests may be accommodated for a fee. (see terms and conditions). The sound system is available for pick up at the MU information desk during regular building hours. Equipment is not available for use at the Vista dome.		

	Please respond to the following questions:	Yes or No	Details Required for all Yeses
<input type="checkbox"/>	Will food or beverages be served and/or sold?		
<input type="checkbox"/> *	Will Open Flame be in use?		
<input type="checkbox"/> *	Will an Electric Generator be in use?		
<input type="checkbox"/>	Will Barricades or Fencing be in use?		
<input type="checkbox"/>	Will there be any Temporary Structures including 10 x 10 pop up canopies?		
<input type="checkbox"/> *	Does event include physical activity (rock wall, slip n slide, etc)?		
<input type="checkbox"/>	Is a vehicle essential for load in or out? Please explain in detail as access is extremely limited.		
<input type="checkbox"/> *	Will animals be present at the event?		
	Any other activity not listed above		
<input type="checkbox"/>	Will staging, lighting or amplified sound be used?		

Section V: Event Description (Please provide a detailed description of the event/activity your are planning)

I hereby confirm that I have read the terms and conditions for use of space and agree to abide by the rules as set out in the USI and MU policy for use of outdoor space. Failure to comply may result in termination of my event and may prevent my organization's future use of outdoor space on the MU campus.

Organization: _____

Signature: _____

Date: _____

<p>For Office Use Only: (updated 12/18)</p> <p>Date Submitted: _____</p> <p>Documents needed: _____</p> <p>_____</p> <p>_____</p>
