

OUTDOOR SPACE REQUESTS

OUTDOOR SPACES YOU CAN REQUEST IN THE LOTTERY:

- For information about which outdoor space are reservable, please see the map on the back of this page. Spaces are subject to change.
- **Stokes Stadium will be closed due to renovations for the remainder of the academic year.**

RESERVATION PROCESS:

ALL REQUESTS MUST BE SUBMITTED ON PAPER FORMS NO EARLIER THAN **Monday, October 31st**.

- Fill out the outdoor space request form, which can be found online at sub2.truman.edu/lottery. Please be specific on which location you would like to reserve by indicating its location on the map on the back of the form and writing the location in the designated field.
- The outdoor map is on the reverse side of this document in order to familiarize you with it.
- All outdoor space reservations require a detailed event description and must list their organization advisor's name and email address (*this must be a Truman faculty or staff member*).
- Individuals requesting Stokes Stadium or the South Field will need to **sign a usage agreement** before the reservation will be confirmed.
**Usage agreements are for the school year, not the calendar year.*
- Reservations for Stokes Stadium will be processed after all varsity athletic events are scheduled.
- Bring the form to our office, SUB 2000, between **Monday, October 31st and Friday, November 4th from 8:30 am to 5:30 pm, ending at noon on November 4th**.
- Anything turned in after noon on November 4th will be processed on a first-come, first-served basis AFTER all lottery requests have been processed.

CONFIRMATIONS:

- Lottery request confirmations **WILL** be sent electronically by Wednesday, December 14th. **They will also be taken to your organization's mailbox** in the CSI Complex Mailroom (lower level of the SUB), during the first week of classes in the Spring.
- **All tables for outdoor events** need to be ordered through Physical Plant (660-785-4200) located at **GS206**, or you can download a form: <http://physicalplant.truman.edu/services/special-event-support/request-forms/>
- Sound equipment may be used Monday-Friday from 11am - 2pm on the **Student Union Mall ONLY** and from 5pm - 10 pm on the Quad, Red Barn, and Sunken Gardens. Music may also be played on Saturday and Sunday from 11am - 4pm. **Groups must provide their own equipment.**
- Activities on the mall must not impede the flow of traffic to and from the various buildings situated around the mall. If an organizational activity blocks or impedes the flow of traffic, groups may be asked to leave or relocate.