

# 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.

## RESERVATION PROCESS:

ALL REQUESTS MUST BE SUBMITTED ON PAPER FORMS NO EARLIER THAN **Monday, October 22<sup>nd</sup>**.

- Fill out the outdoor space request form, which can be found online at [union.truman.edu/room-lottery-forms](http://union.truman.edu/room-lottery-forms). 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 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 22<sup>nd</sup> and Friday, October 26<sup>th</sup> at noon, office hours are 8:30AM – 5:30PM.**
- Anything turned in after noon on October 26<sup>th</sup> 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 **December 14<sup>th</sup>**. **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 outdoor space requests must be approved by DPS, Physical Plant and your organization's advisor. Your request will remain pending until we receive all the proper approvals.
  - Your space will be held during this confirmation process but you cannot use the space until you receive a full confirmation
  - Reservations for Stokes also need to be approved by the Athletic Department
- **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 on the **Student Union Mall, Quad, Red Barn, and Sunken Gardens** at a reasonable volume. Music cannot be played near the Library and/or classroom buildings. If need be, make sure to reserve a space with access to electricity.
- Only some outdoor spaces have access to electricity. Electrical outlets are located on **the lamp post in section C/D/E, behind the Joseph Baldwin statue, the BH/PML triangle and, Red Barn Park**. Extension cords cannot be run across sidewalks.
- 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.