

OUTDOOR/GREENSPACE EVENT RESERVATION FORM

To reserve the Residential/Academic and Buenger Greenspaces and/or Gallagher Student Center Awning for an event, complete the Outdoor/Greenspace Event Reservation Form. Individuals whose names are listed in **BOLD** must sign the form prior submitted the reservation for approval. Remaining individuals may or may not have to sign depending on the details of the event. Please consult the Assistant Director of Student Involvement to determine whether these individuals will need to sign your reservation form.

Note: The Physical Plant Set-Up Sheet must be completed and submitted to the Grounds Crew Supervisor and the Assistant Director of Campus Services in order to get their signatures.

Residential Mall Greenspace			
POSITION	INDIVIDUAL	LOCATION	PHONE #
Grounds Crew Supervisor	Dick Menke	Physical Plant	X 3151; Fax 1926
Assistant Director of Campus Services	Stacy Decker	Physical Plant	X 3151; Fax 1926
Campus Police Director	Michael Couch	3868 Ledgewood	X 1000; Fax 3861
Responsible Person	You	Varies	Varies
Advisor	Club Advisor	Varies	Varies
Asst Director of Student Involvement	J.B. Bailey	GSC 200	X 4888
Catering Director	Viki Bolden	Cintas Center	X 4235
Technical Director	Dave Zlatic	GSC LL	X 3613
Residence Life Director	Lori Lambert	3735 Ledgewood Ave	X 3203, Fax 2837

Academic Mall			
POSITION	INDIVIDUAL	LOCATION	PHONE #
Event Approval-Academic Affairs V.P., Provost	Roger Fortin	Schmidt 100	X 3838
Grounds Crew Supervisor	Dick Menke	Physical Plant	X 3151; Fax 1926
Assistant Director of Campus Services	Stacy Decker	Physical Plant	X 3151; Fax 1926
Campus Police Director	Michael Couch	3868 Ledgewood	X 1000
Responsible Person	You	Varies	Varies
Advisor	Club Advisor	Varies	Varies
Asst Director of Student Involvement	J.B. Bailey	GSC 200	X 4888
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Technical Director	Dave Zlatic	GSC LL	X 3613

Vehicle Access onto the Residential Mall/Greenspace

The lawn on the Residential Mall is very fragile. In addition the sprinkler system is made up of many fragile sprinkler heads. As such, any access onto the Greenspace by vehicles is limited. If your event requires vehicles on the Greenspace, you **MUST** first consult both Campus Police and the Grounds Department.

Policy Review and Amendment

This policy is subject to annual review and amendment based on suggestions received during the year. When conditions warrant, a review committee representing University constituencies and the neighborhood may be called together to develop such recommendations.

OUTDOOR EVENT RESERVATION REQUEST

Event Title _____

Event Day _____ Date _____

Event Description _____

Campus Location _____ Expected Attendance _____

Responsible person: _____
Student Club/Organization Advisor or Campus Administrator

Phone _____ Mail Location _____

Sponsor _____
Student Club/Organization or Campus office

Co-Sponsor (if applies) _____
Student Club/Organization or Campus office

Reservation start time _____

Setup ready by: _____

Event start time : _____

Event end time: _____

Reservation end time: _____

Please check the following:

Do you wish to serve alcohol at your event? Yes _____ No _____

Will you provide food/beverages at your event? Yes _____ No _____

Will you contract with catering for your food/beverages? Yes _____ No _____

Will you need equipment (tables, chairs, trash cans, etc.) for your event? Yes _____ No _____

Will you need electrical power for your event? Yes _____ No _____

Will you need amplified sound or lighting for your event? Yes _____ No _____

If you have any questions regarding how to complete this worksheet, please call J.B. Bailey (x4888) in the Student Activities Office, room 200.

Depending on the complexity of your Outdoor Event reservation request you will need to consult with and acquire the signatures of the Xavier administrators affiliated with the specific outdoor venue.

PLEASE NOTE THIS RESERVATION IS CONSIDERED TENTATIVE AND WILL NOT BE CONSIDERED CONFIRMED UNTIL YOU HAVE MET WITH AND HAVE RECEIVED THE SIGNATURES AND THE RESERVATION REQUEST HAS BEEN CONFIRMED THROUGH THE RESERVATION SYSTEM IN THE OFFICE OF STUDENT LIFE:

Grounds Supervisor _____ **Date:** _____

Assistant Director of Campus Services _____ **Date:** _____

Campus Police Chief _____ **Date:** _____

Catering Director _____ **Date:** _____

Technical Director _____ **Date:** _____

Residence Life Director _____ **Date:** _____

Academic Affairs V.P. _____ **Date:** _____

I have received a copy of the Outdoor Events Policy and agree to comply with the conditions stipulated in it.

Responsible Person _____ **Date:** _____

Advisor _____ **Date:** _____

Final Approval

J.B. Bailey _____ **Date:** _____
Assistant Director for Student Involvement

SET UP INFORMATION TO BE FAXED



Department of Physical Plant

TO PHYSICAL PLANT AT 745-1926

EVENT TITLE: _____

EVENT DATE: _____ # OF PEOPLE EXPECTED: _____

SET UP NEEDED BY: _____ END TIME: _____

EVENT SITE: _____

SPONSOR OR CONTACT PERSON _____ PHONE _____

PLEASE MARK THE QUANTITY OF ITEMS NEEDED

_____ TABLES _____ CHAIRS _____ EXT CORDS _____ PODIUM

_____ MICROPHONE _____ TRASH RECEPTACLES _____ CLEAN UP EQUIP.

_____ DELIVERY ONLY _____ SET UP REQUIRED

ANY OTHER NEEDS: _____

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PHYSICAL PLANT
AT 745-3151 BETWEEN 7:30AM AND 4:30PM

10 DAY ADVANCE NOTICE IS APPRECIATED!!!

Cincinnati's Jesuit University

3800

*Victory Parkway
Cincinnati, Ohio 45207
513-745-3151*