



THE UNIVERSITY OF
TOLEDO
1872

STU. ORG. OUTDOOR AREA /EQUIPMENT REQUEST

Office of Dean of Students * Phone 419.530.2256 * Fax 419.530.2509 * studentorganizations@utoledo.edu
2801 Bancroft St. * 2509 Student Union * Mail Stop 105 * Toledo, OH 43606 * www.utoledo.edu/studentaffairs/stuorgs

THIS FORM SHOULD BE COMPLETED MINIMALLY 14 DAYS PRIOR TO YOUR EVENT DATE.

The University of Toledo is committed to student organizations' use of the outside areas of campus. All outdoor activities, whether it be an event or simply chalking the sidewalks, posting yard signs, etc. require the completion of this form. Please refer to the Student Organization Manual for detailed descriptions of allowable outdoor activities that are required to have this form completed.

CONTACT INFORMATION

Date Submitted: _____

Representative Name: _____ Organization Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ UT Email Address: _____

EVENT/ACTIVITY DETAILS

Title/Nature of Event/Activity: _____

Event/Activity Date(s): _____ Start Time: _____ End Time: _____

Location (check all that apply):

Flatlands

Centennial Mall

Peterson Field

Other (please describe): _____

Attendance Estimates: _____ Students _____ Faculty/Staff _____ Guests

Equipment/Logistical Plans: *(Describe in detail what is planned for this event. Attach additional rider or other pertinent information. It is the responsibility of the organization to make appropriate arrangements with Facilities/Grounds, the Student Union, or an outside vendor to setup and remove tables, chairs, tents and other needs for this event. Applicant understands that all arrangements for program support -- electricity, stage, tables, labor - beyond the immediate perimeter of the Student Union must be made separately from this request form and at the expense of the sponsoring organization.)*

_____ 8' Tables _____ Round Tables _____ Chairs _____ Trash Bins *(list number needed)*

Electricity: _____

Water: _____

Amplification: _____

Tent *(Must also complete the Tent Application, www.utoledo.edu/studentaffairs/stuorgs):* _____

Security: _____

Other: _____

APPROVALS (OFFICE USE ONLY. Upon signature, fax or mail to the next approving department.)

Dean of Students (SU 2509, Fax 2509): _____ Date: _____
Signature Print Name

Facilities / Grounds (TC, Fax 1016): _____ Date: _____
Signature Print Name

Police (Transportation Center, Fax 4505): _____ Date: _____
Signature Print Name

Auxiliary Services (RH 1610, Fax 5805): _____ Date: _____
Signature Print Name