QUAD RESERVATIONS

NOTE: In the event of an extraordinary function (University emergency or official University proceeding such as an inauguration, memorial service, etc.), user may be pre-empted from use of the Quad. Event may be rescheduled through Meeting Services as feasible or appropriate.

Today’s Date__________________________

Event Title___________________________________________________________

Nature of the Event __________________________________________________________

Organization ____________________________________________________________ SmartKey__________________

Individual in Charge ___________________________________________ Cell # __________________________

Email Address _____________________________________________________________

Advisor ___________________________________________ Dept __________________________

Advisor will attend the event: YES NO

Date of the event______________________________ Estimated Attendance ____________________________

Set up time ________________________________

Event start time ____________________________

Event end time _____________________________

Event clean up _____________________________

Rain Plan
___________________________________________________________
___________________________________________________________
___________________________________________________________

Details:
Food: No_________ Yes_________ Describe______________________________________

Music: No_________ Yes_________ Describe_____________________________________

Stage: No ________ Yes __________ Describe_____________________________________

Electrical: No_________ Yes_________ Describe____________________________________

Hanging: No _________ Yes_________ Describe_____________________________________
Equipment: No________ Yes________ Describe _____________________________________

Tent/s: No ________ Yes __________ Describe___________________________________________

Contracts: No ____________  Yes____________  Signed By ________________________________

Electrical: NO ____________  Yes____________  Describe__________________

Other: __________________________________________________________________________

________________________________________________________________________________

Approvals:

Meeting Services ___________________________________

Advisor ________________________________

Contacts:

Campus Services 404.727.7463
Delivered Item ___________________________ Delivery date/time__________

________________________________________________________________________________

Fire Safety 404.727.7378
Inspection of ___________________________ Scheduled for _______________

Campus Security 404.727.8005
Is security being provided? ________________________ Describe ___________________

________________________________________________________________________________

Grounds Management 404.727.0230
Grounds has the right to cancel your event within 24 hours due to weather or conditions.

Meeting Services is the scheduling office for the Quad, but is not responsible for the event management. Your signature acknowledges that you understand the Quad use policies and agree to abide by, and enforce the provisions outlined.

__________________________________________  ______________________________________
Meeting Services Manager                    Responsible Party

__________________________________________  _________________________________
Date                                      Cell Phone

________________________________________________________________________________
Policies were received and read/Date

Quadrangle, revised 9/2012