**Residence Life and Housing Reservation of Outdoor Quad Spaces**

Areas available: Shea/Bishop quad, Hendrick/Hayes quad

Times available for use: Monday-Sunday, 1-9p.m.

Name of requestor: Click or tap here to enter text.

Contact info/email and phone: Click or tap here to enter text.

Person in charge at event and contact info: Click or tap here to enter text.

Quad space requested: [ ] Shea/Bishop [ ] Hendrick/Hayes

Name of event: Click or tap here to enter text.

Date of event: Click or tap to enter a date.

Time requested (be sure to allow for set up and clean up): Click or tap here to enter text.

Name of organization: Click or tap here to enter text.

Name of organization advisor and contact info: Click or tap here to enter text.

Will you require electrical power? (You must submit a work order via the TMA system.) [ ] Yes [ ] No

Will you provide music? [ ] Yes [ ] No

Are you providing catering through ASC or other approved campus caterer? (You must make all catering arrangements.) [ ]  Yes [ ]  No

By submitting this form, you acknowledge the following:

* All requests for outdoor space within the residential area are subject to approval by the Assistant Director of Residence Life and Housing for Operations or designee. Your contact person will be notified by email of the status of your request.
* All requests must be submitted and approved at least two weeks prior to the date of the event.
* Please be advised that restroom facilities from the residence halls or access to residence halls are not available for your event.
* Persons or organizations using the space must ensure that all garbage and litter are removed and disposed of in appropriate recycling/trash receptacles.
* Please be advised that attendees must abide by the Code of Student Conduct. The Residence Life and Housing Office and its designees reserve the right to end an event due to excessive noise or other concerns.

Approval signature and date:

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Signature Date