

Outdoor Usage Request Form

PLEMMONS STUDENT UNION, Scheduling Office

Phone: (828) 262-3032 Fax: (828) 262-2937

(For PSU Office Staff Only) Does this group have an appointment? **Appointment required.**

Date: _____ Time: _____ Staff Initials: _____

Circle one or more from below:

Will your event involve **Sound Amplification / Musical Instruments / Vocal Performance?**

Power/Lighting/AV equipment is not provided for outdoor events.

Please check the requested area:

Amphitheater Howard's Knob Patio

Durham Park

Sanford Mall (Circle One)

1. ENTIRE Mall (Festivals, Fairs only) - or - Small Perimeter Area

2. Contact Table - Circle Location: Belk Patio - Greer Patio - Food Court Entrance - Statue Patio **(May require CSIL Solicitation Form approved prior to appointment.)**

Duckpond Field

1. (Circle One)*ENTIRE Field (Fairs only) - or -*Small Perimeter Area

PSU Perimeter Area - Contact Table

(Circle Location) Cascades Entrance ATM Entrance

(May require CSIL Solicitation Form approved prior to appointment.)

Contact Name: _____ Phone: _____ Today's Date: _____
ASU Box: _____

Fax: _____ Email: _____

Dept/Registered Club: _____

Title of Event: _____ Estimated # of Participants: _____

Event Date Requested: _____ Possible Alternate Dates: _____

Time From: _____ (am/pm) To: _____ (am/pm); Possible Alternate Times: _____

Other Information (Be Specific): _____

Completion of form does not insure availability or event approval. Failure to use scheduled space, without prior cancellation (to cancel: 262-3032), may result in loss of scheduling privileges. I have indicated my organization's total space needs on this form and I will review the computer-printed confirmation given to me to insure my request is complete and accurate (please sign below).

Organization Representative Signature:

_____ Date: _____ Time: _____ (am/pm)