

The University of Arizona Commercial and Campus Use Activity Request Form



Campus Use and Event Planning Office • Student Union Memorial Center • Room 348

Phone: (520) 626-2630 • Fax: (520) 621-2545 • Page 1 of 3

Date Received: _____

This request must be completed and approved by the Arizona Student Unions Mall Event Planning Office a minimum of 10 BUSINESS DAYS PRIOR TO EVENT. Please type or print legibly.

Sponsoring Organization _____ Event Title _____

Contact Person(s) _____ Phone _____ Email _____

Local Address, City/State _____ Zip _____

Description of Event: List items to be sold, given away, displayed or available during event. Also list event particulars including vehicles, tents, tables, chairs and other related details. Attach a separate sheet if necessary.

Please list all business/corporate sponsors for this event.

Date(s) Requested _____ Time Requested (starting and ending) _____
(including setup and take down)

Area(s) requested (see map) _____ Expected Attendance _____

WILL THE EVENT USE OR REQUIRE ANY OF THE FOLLOWING:

» Sound amplification?

☐ YES ☐ NO If yes, please describe.

Amplification is allowed only between noon - 1 p.m., Monday through Friday and 5 - 7 p.m. Monday through Thursday. (Weekend requests are considered separately).

» Equipment/Services? Facilities Management Grounds notification?

☐ YES ☐ NO If yes, contact 621-7332 two calendar weeks before the event to arrange service and payment. All transactions will be by check only.
THIS FORM DOES NOT ORDER EQUIPMENT. ALL REQUESTS FOR MALL ACTIVITY MUST HAVE A SIGNATURE FROM FACILITIES MANAGEMENT.
(There is a \$20 vendor fee payable to Facilities Management for cleanup.)

Facilities Mgmt. Special Events, Kathy Hart (621-1299, fax: 626-2918, hart@email.arizona.edu)

Date

» Food/beverages?

☐ YES ☐ NO If yes, signature approval must be obtained from the Director of Catering or their designee prior to any food or beverage being served.
Vendors serving food and/or beverages on campus grounds must adhere to Pima County Health Department requirements for temporary food facilities. The University of Arizona has contracts that could restrict the distribution of certain food types, beverages or certain brand. Please provide a full description of your event and list all items to be sold, given away or available during your event.

Director of Catering, University of Arizona (SUMC 621-1989 phone, 621-2425 fax, sbutton@email.arizona.edu)

Date

» Alcohol?

☐ YES ☐ NO No alcohol may be served or sold on University property without written permissions, i.e., Permit to Serve Alcoholic Beverages on Campus, from the Event Planning office. For more information, go to www.union.arizona.edu/alcohol

Event Planning Office (SUMC, 621-1989, fax: 621-2545)

Date

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» Vehicle access to the Mall?

☐ YES ☐ NO If yes, contact Parking and Transportation at 621-3710 five (5) business days prior to your event to arrange access.
If road closures or barricades are needed, please give three weeks lead time.

Mike Wallace (621-3710, fax: 621-7055) Special Events Parking

Date

Barricades & Routes, Elisa Tapia (621-3300)

Date

» Any Campus Road Closures?

Contact Parking and Transportation at 621-3300 three (3) weeks prior to event. THIS FORM DOES NOT APPROVE ROAD CLOSURE. ALL ROAD CLOSURES MUST HAVE BARRICADE PLAN AND SIGNATURE FROM DIRECTOR OR ASSIGNED REPRESENTATIVE OF PARKING AND TRANSPORTATION.

Elisa Tapia, 621-3300 Fax 621-9898 Road Closure, Barricade Plans and Walk/Run/Bike Routes

Date

» University Trademarked Items?

☐ YES ☐ NO If yes, please obtain approval from the Director of Trademarks & Licensing at ICA.

Alixe Holcomb (McKale 246E1, 626-3077, fax: 621-2656)

Date

» Security may be required depending on proposed activity. Contact UAPD to determine if needed.

Both Associate Dean Kathy Adams-Riester and UAPD Representative signatures are required.

Kathy Adams Riester (621-0884, fax: 626-3515)

Date

UAPD Representative (626-6728, fax: 626-9460)

Date

» Will the event involve commercial activity?

☐ yes ☐ no If yes, ATTACH COPIES of appropriate licenses, a privacy agreement and a list of promotional items. Approval must be granted two (2) calendar weeks in advance.

UA Bookstore Assoc. Dir., Debby Shively (621-7151, fax: 621-9866)

Date

Private Vendor Name _____ Private Vendor Contact Person _____

Phone _____ Fax _____ Address _____ Zip _____

License # OR Tax ID # OR Tax Exempt # (for Non-Profit Agencies) _____

Vendor fees: start at \$100/day; walks/runs \$500. Max 5 event days per vendor per semester. Corporate fees are determined individually.

Amount to be paid to confirm reservation \$ _____

» Evidence of liability insurance coverage may be required depending on the proposed activity. Proof of Insurance must be provided in 10 business days prior to event or event will be cancelled.

Risk Management-Insurance Officer, Herb Wagner (220 W. 6 St., 621-7691, fax 621-3706)

Date

Will the event require use of temporary structures overnight on the Mall?

☐ YES ☐ NO If yes, signature approval must be obtained from the Assistant Dean of Students. Will this structure be staked? If so, please have sponsor contact Facilities Management to coordinate Blue Staking.

Associate Dean, Kathy Adams Riester (621-0884, fax: 626-3515)

Date

Date(s) requested for overnight use:

(Include details on when it would be set up and taken down, i.e. time of day and date.)

Description of temporary structures:

(Include the size/dimensions, exact placement and type of structure(s). Use map to depict exact placement.) If Blue Staking is needed, please allow at least 5 business days.

Org./Co. setting up equipment _____ Contact Person _____ Phone _____

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UA Sponsoring Dept./Recognized Student Organization

Non-UA Individuals or Organizations/Private Vendors

I/We,

Name of Faculty, Staff, Student(s) or Organization

I/We,

Name of Individual(s), Student(s), or Organization

agree to exercise due care in the use of the mall area and all other University property, to leave the premises in the same condition as prior to the event and to defend, indemnify and hold the University harmless in any action resulting from or related to my use of the mall. If permission to conduct an event is granted, it is understood that the signing individual and/or their organization, will take full responsibility for injury to any person or property caused by the organization or members thereof and will be financially responsible for both damages and expenses resulting therefrom. It is also understood that the signing individual and/or their organization assume all risks for any injury or loss to the property or members of the organization and that approval of the event does not imply any coverage by University insurance. Evidence of insurance, by issuance of a certificate of insurance naming the State of Arizona, Arizona Board of Regents, and the University of Arizona as additional named insured, for commercial general liability insurance in a minimum single limit amount of \$1,000,000 and \$2,000,000 aggregate, automobile liability in a minimum amount of \$1,000,000, if applicable, and worker's compensation to the statutory limits, if applicable, or more as appropriate to the risks of the event as required by Risk Management Services.

I agree to abide by the rules as set out in the Campus Use Policy. Failure to comply may result in termination of my event and may prevent future mall use.

Signature of President/Treasurer/Dept. Contact

Date

President/Treasurer/Dept. Contact Name/Organization/Phone

Signature of Sponsoring Student Organization Advisor

Date

Student Organization Advisor Name/Title/Phone

Signature of Private Vendor

Date

Name of Private Vendor/Title/Phone

COMMENTS/CONDITIONS

Event Request:

☐ Approved

☐ Disapproved

By:

Cheryl Plummer, Mall Coordinator

Date

Reason:

The Arizona Student Union reserves the right to reassign mall space to serve the greatest number of programs and services. Every attempt will be made to notify the group of a venue change promptly via email, phone or fax.

Since the University facilities are primarily intended to support the campus community, priority booking has been extended to on-campus entities. Therefore, off-campus groups will be given the opportunity to book space after student groups and campus departments. In cases where multiple groups have requested the same date, determination will be made based on those groups that best reflect the scope and mission of the University of Arizona and directly benefit the University community. These determinations will be made by the UA Campus Use Committee.

Mall requests cannot be submitted more than one (1) year in advance.