

The University of Arizona Commercial & Campus Use Activity Request Form

Campus Use and Event Services Office • Student Union Memorial Center • Room 290A-1 Phone: (520) 626-2630 • Fax: (520) 626-8969 • Page 1 of 3

Date Received:

	-		ompleted and approved by the Arizona Student Un OR TO EVENT. Please type or print legibly.	
Sponsoi	ring Orga	anization	Event Title	
Contact	Person(s)	Phone	_ Email
ocal Ac	ddress, C	City/State		Zip
-			ns to be sold, given away, displayed or available during event ils. Attach a separate sheet if necessary.	Also list event particulars including vehicles, tents, tables,
Please li	ist all bu	isiness/corpo	rate sponsors for this event.	
			Time Requested (starting and ending) _	
(s)	requeste	ed (see map)		Expected Attendance
WILL 1	THE EV	ENT USE O	R REQUIRE ANY OF THE FOLLOWING:	
	und amı] YES	plification? [] NO	If yes, please describe.	
Amı	plification	n is allowed onl	y between noon - 1 p.m., Monday through Friday and 5 - 7 p.m. Monday th	rough Thursday. (Weekend requests are considered separately).
•	uipmen] YES	t/Services? [] NO	Facilities Management Grounds notification? If yes, contact 621-1299 ten (10) business days before the event to arran THIS FORM DOES NOT ORDER EQUIPMENT. ALL REQUESTS FOR MALI	ige service and payment. All transactions will be by check only. L ACTIVITY MUST HAVE A SIGNATURE FROM FACILITIES MANAGEMENT.
_				
Faci	ilities Mgr	mt. Special Ever	nts, Steven Natale (621-4701, fax: 621-2034, stevennatale@email.arizona.e	edu) Date
» Foo	od/bev	erages?		
[]] YES	[]NO	serving food and/or beverages on campus grounds must adhere to Pim	ng or their designee prior to any food or beverage being served. Vendors na County Health Department requirements for temporary food facilities. on of certain food types, beverages or certain brand. Please provide a ful ailable during your event.
Dire	ector of Ca	atering, Univers	ity of Arizona (SUMC 621-1989, fax: 621-2425 fax, jonl@email.arizona.edu)	Date
» Alc	cohol?			
[] YES	[]NO	No alcohol may be served or sold on University property without writte from the Event Planning office. For more information, go to www.union.	

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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. Barricades & Routes, Elisa Tapia (621-3300) Mike Wallace (621-3710, fax: 621-7055) Special Events Parking 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) 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: 621-9866) Date UAPD Representative (626-6728, fax: 626-9460) Date Will the event involve commercial activity? 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 BookStores Director, Debby Shively (621-2426, fax: 621-8098) Date Private Vendor Contact Person Private Vendor Name____ 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 ten (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: 621-9866) 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. Contact Person ___ Org./Co. setting up equipment _ Phone

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UA Sponsoring Dept./ Recognized Student Organization	Non-UA individuals or Organizations/Private Vendors	
I/We,	I/We,	
	mall. If permissic aused by the orga nd/or their organ sity insurance. Evi insured, for comn	on to conduct an event is granted, it is understood that the signing individual and/or inization or members thereof and will be financially responsible for both damages ization assume all risks for any injury or loss to the property or members of the
gree to abide by the rules as set out in the Campus Use Policy. Failur Signature of President/Treasurer/Dept. Contact	Date	nay result in termination of my event and may prevent future mall u
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	Ву:	heryl Plummer, Mall Coordinator Date
Reason:		

The Arizona Student Unions reserve 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.