Outdoor Space Use Request Form

Person Requesting Space___________________________________________________

Campus Address__________________________________________________________

Home Address____________________________________________________________

Office Phone No._________________ Cell Phone____________________ Home_______

Organization_______________________________Address________________________

Faculty Advisor/University Representative_____________________________________

Space Requested__________________________________________________________

Date of Event_________________________________ Set-up Time_________________

Description of Event_______________________________________________________
________________________________________________________________________
________________________________________________________________________

Estimated Number of Attendees______________________________________________

Equipment and Material Check List: User group must obtain or schedule with the appropriate department: (Not all items are available).

Trash Containers_____Dumpsters_____Recycle Containers________Rolloff Cont._____

Electrical Hookups_____Outdoor Water/hose______Lighting_____Telephones_______

Signs, posters, banners_______Folding Chairs_______Folding Tables_______Podium___

Portable toilets/Wash stations______Tents________BBQ, s________Catering______Stage___

Trucks_____Trailers______Hay bales________Fencing/fence poles______Saw Horses___

Security/Police______Misc. Items____________________

Account Number of group, organization, club, department_______________________

Promoters Permit No_______________________________________________________

Tax Number_____________________________________________________________

Return To:
David Bascom
Asst. Director Landscape & Grounds
T: 874-5515
F: 874-5718
E: b’snest@uri.edu

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Facilities Services-Sherman Building
523 Plains Road, Kingston, RI 02881