

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

University of Rhode Island

Facilities Services-Sherman Building

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