

**FACILITY/OUTDOOR SPACE RESERVATION FORM
UNIVERSITY OF ARKANSAS**

FACILITY/OUTDOOR SPACEREQUESTED _____

DATE TO BE USED _____ TIME: From _____ To _____

EVENT STARTING TIME _____ ESTIMATED ATTENDANCE _____

NAME AND NATURE OF EVENT _____
(If more space is required, attach additional pages to explain nature of event, maps, etc.)

SPONSORING ENTITY _____

ADMISSION? _____ WHEN/WHERE TICKETS SOLD _____

Is public invited? Yes No Does this event occur annually? Yes No Fundraiser? Yes No

Will vendors/merchants participate? Yes No If yes, list name(s) _____

Will food/beverages be available? Yes No If yes, list vendor(s) _____

If outdoor event, is amplified sound used? Yes No Will access be needed for vehicles to be on the landscape? Yes No

Registered Student Organizations must also Complete This Section:

Person Submitting Request _____

Faculty/Staff advisor _____

Address _____

Campus Address _____

City, State and Zip _____

Campus Phone _____

Home Phone _____ Business Phone _____

E-Mail Address _____

E-Mail address _____ Fax Number _____

RSO Advisor Signature (Required) _____

Greek Life Administrator Signature _____

Contact Person Signature _____

Contact Phone _____ Date _____

Security Assessment Requested	Initials _____
Comments and/or Restrictions:	

FOR OFFICE USE ONLY	
Approving Authority for Facility/Outdoor space _____	
Title _____	Phone _____
Approval Date _____	Approved Decibel Level _____

- APPROVING AUTHORITY MUST SEND COPIES TO:**
- Office of Student Activities, ARKU A665**
 - University Police, ADSB 182**
 - Transit & Parking, ADSB 131**
 - Requestor**

By submitting this request, as a condition of approval, you agree: 1) unless submitting this request on behalf of any official University unit, you agree to hold UA harmless for any risk of harm or illness to any participant that may result from the event; 2) the University reserves the right to cancel or alter approved events based on public health concerns; organizers bear any risk of loss or expense relating to such occurrence; 3) the person/organization submitting the request agrees to and will abide by all University policies governing the use of University facilities and outdoor space. For questions/comments: email outdoors@uark.edu or call 479/575-6441. Return via email.

Revised Aug 14, 2023
Revised June 23, 2021
Revised April 11, 2016
Revised August 15,
2015 Revised May 15,
2014

Revised June 27, 2013
Revised September 12, 2012
Revised October 21, 2010

Reservation #: _____