BEFORE COMPLETING THIS FORM, PLEASE REVIEW THE PUBLIC SPACE RESERVATION GUIDELINES AND PROCESS INFORMATION ON PAGE 4

**Event Title:**

**Detailed Description of Event:**

Student Organization/ Department Requesting:

*If you are sponsoring a non-university group to come to campus, enter their name:*

*PLEASE NOTE: There is a $50 fee per day, per location for non-university groups. An additional Sponsorship form will be needed: [http://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/ep_sponsorship_approval_request_for_non-university_group.pdf](http://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/ep_sponsorship_approval_request_for_non-university_group.pdf)*

**CONTACT SECTION:**

Authorized Contact:

[From a University Department or a currently registered student organization]

- Contact Number #:
- E-mail:

**Event Contact Name:** (If different from Authorized Contact):

- Contact Number #:
- E-mail:

**Requested Date(s)/Time(s)**

Below, please list your event date(s), location(s), and time(s) **[A list of locations can be found on Page 2]**

*Please do not request more than (3) locations per day, or one location more than three times in a 7-day period.*

<table>
<thead>
<tr>
<th>Requested Date(s) or Range of Dates</th>
<th>Location(s)</th>
<th>Setup Start Time</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Breakdown/Cleanup Completion Time</th>
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<tbody>
<tr>
<td>1st Date(s):</td>
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<td>3rd Date(s):</td>
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</table>

**Please check one of the following:**

- [ ] I only need (1) date or range of dates listed above
- [ ] I need (2) of the dates or range of dates listed above
- [ ] I need all (3) of the dates or range of dates listed above

**FOR OFFICE USE ONLY:**

- [ ] Alcohol
- [ ] OBP
- [ ] AMP
- [ ] Security
- [ ] EQUIPMENT
- [ ] Sponsorship Form
- [ ] Insurance (Risk Management)
- [ ] TENT
- [ ] Minors
- [ ] TRP
- [ ] REFER TO PRODUCTION
- [ ] TURF
List of Locations: The Public Space Map at the following link shows pictures of most the available reservation locations: http://www.campuslife.vt.edu/assets/docs/REALMAP.pdf

Atriums & Lobbies: Lawns, Quads, & Fields: Miscellaneous: Dining Centers (Outside):
- Derring Lobby - Ag Quad - Alumni Mall - Dietrick Patio
- Goodwin Hall Atrium - Campbell Quad - Derring Plaza - Lavery Hall Plaza
- Hahn Hall Atrium North - Career Services Lawn - Duckpond Amphitheatre - West End
- Hancock Atrium - Drillfield - Duckpond Gazebo - Owens
- Litton-Reaves Lobby - Dockpond Field - GLC Plaza/Stage
- Major Williams Atrium - - Hancock Plaza
- McBryde 100 Lobby - Eggleston Quad - Johnston Student Center Patio
- Pamplin Atrium - GLC Lawn - Library Plaza
- Randolph Lobby - Goodwin Hall Lawn - Litton-Reaves Porch
- Shanks Atrium - Harper Lawn: - McBryde Outside
- Wallace Atrium1stFloor - Henderson Lawn - New Classroom Bldg Patio
- Wallace Atrium2ndFloor - Johnson-O'Shaughnessy Lawn - Pamplin Outside
- Wallace Lobby - Litton-Reaves Lawn - Parking Lot(s) [Specify]
- Other [Specify] - New Res Hall Quad - Squires Plaza
- - Oak Lane Field - Squires Porch
- - Pearson Hall Lawn (under the overhang)
- - Prairie Quad - Wallace Patio
- - Squires Front Lawn - War Gym Plaza
- (grass strip) - Upper Quad - Other [Specify]
- - Other [Specify]

Please note the following location restrictions:
- Organizations may not run cords (extension, Ethernet, etc.) into any facility or cause trip hazards with extension cords
- Goodwin Hall: Engineering related events only
- Hahn North: No events can be scheduled Monday through Friday between 8am and 7pm
- Hancock Atrium: Engineering related events only; Equipment located in the atrium must not ever be moved
- New Classroom Building Atrium: This is not a reservable space
- Pamplin Atrium: No food or sales; Business related events only
- Dining facilities:
  - Organizations cannot setup INSIDE dining facilities or Lavery Hall
  - Organizations cannot have food events while dining facility is open
  - Boxes for food/toy drives cannot be set up inside dining facilities
  - Dining facility outdoor furniture/equipment may NOT be moved or used for events

Event Questions:

1. Size of Gathering
   Anticipated/Expected Attendance (Enter zero if there will primarily be passerby traffic):
   Approximate number of Staff at the event:

   **PLEASE NOTE: If you are expecting 300 or more attendees a University Security Form must be submitted at least 21 days prior to your event. A VT Rescue Squad Standby Notice will be submitted by the Event Planning staff. Insurance may also be required.**

2. Type of Gathering: □ Closed to specific Organization/Department/Group □ Open to VT Community and/or General Public

3. Will food or drinks be served? □ Yes* □ No □ Unsure*
   Will the food/drink be for everyone at the event? □ Yes* □ No

   **PLEASE NOTE: If Yes, a Temporary Food Establishment Permit may be required 10 days prior to your event. Any questions should be directed to Rebecca Morris at the Montgomery County Environmental Health Department (540) 381-7114 (ext 117). Requestor is responsible for securing all necessary food permits directly through the Montgomery County Environmental Health Department.**

Reservation# (office use only):
Event Questions (cont.):  Public Space Request Form - Page 3 of 4

4. Will alcoholic beverages be served? □ Yes* □ No □ Unsure*
   *If yes, an Alcohol Beverage Request Form must be submitted no later than 30 days prior to your event and proof of ABC Licensure will be required (can take 30 days to process and must be submitted with the Alcohol Beverage Request Form). Also, a University Security Form must be submitted no later than 30 days prior to your event. For more information, please see University Policy 1015.
   http://www.policies.vt.edu/1015.pdf

5. Will you have a tent at your event? □ Yes* □ No □ Unsure*
   *If Yes please check one:
   ☐ If yes, what size? X
   ☐ How many?
   *PLEASE NOTE: For tents 900 sq. ft. or larger, or with expected capacity of 100+ occupants, a State Tent Permit will be required 30 days prior to your event. Please visit the following link for more information and/or to submit an application:
   http://www.ubo.vt.edu/TentPermit.aspx. Requestor is responsible for securing all tent permits. *PLEASE NOTE: Regardless of the tent size, if the tent will be staked into the ground, "Miss Utility" must be called 5 days prior to tent setup (800) 552-7001.

6. Will the event involve "high-risk activities? □ Yes* □ No □ Unsure*
   *If Yes/Unsure, please check applicable boxes and Special Events Staff will be in touch to discuss mandatory requirements:
   ☐ Sports ☐ Fireworks ☐ Inflatables ☐ Carnival Rides/Games ☐ Large Attendee Number
   ☐ Other (Provide description)
   *PLEASE NOTE: Event Specific Insurance will be needed and additional forms may be necessary 14-30 days prior to event. Please contact your Event Planning Advisor for more information.

7. Will the event involve open flames? □ Yes* □ No □ Unsure*
   *If Yes, please check one:
   ☐ Candles ☐ Sterno ☐ Campfire ☐ Grills (Permanent campus grill? ☐ Yes □ No)
   ☐ Other (Please provide description)
   *If Yes, an Open Burn Permit Request Form must be submitted no later than 10 days prior to the event (grills and stерnos excluded). Campfire requests must be made no later than 30 days prior to the event and require a University Security Form and a VT Rescue Squad Standby Notice.

8. Will minors (persons under the age of 18 who are NOT Virginia Tech students) be participants in this event? □ Yes* □ No □ Unsure*
   *PLEASE NOTE: If minors, persons under the age of 18 who are NOT Virginia Tech students, will be participants (event organizers, performers, etc. – not just attendees) in this event, you must comply with University Policy 4815. Additionally, a certificate of insurance will be required. Please visit the following link for more information: http://www.policies.vt.edu/4815

9. Will the event involve motorized vehicles on grass or plaza areas? □ Yes* □ No □ Unsure*
   *If Yes, please explain:
   *PLEASE NOTE: Requestor is responsible for securing all necessary turf/parking permits directly through Parking Services (540) 231-3200.

10. Will the event involve amplification? □ Yes* □ No □ Unsure*
    *PLEASE NOTE: All event requests must follow the Amplification Policy set forth in University Policy 5000.
    If you are unsure of the policy, please see http://www.policies.vt.edu/5000.pdf or ask an Event Planning Advisor for details.

11. Would you like a referral to Production Services for:
    Sound? □ Yes* □ No  Power? □ Yes* □ No  Lights? □ Yes* □ No
    *If Student Engagement and Campus Life (SECL) Production Services support is being requested, the Event Planning Office must make a referral at least 21 business days prior to your event. If you have any questions, please contact SECL Production Services directly:
    production@vt.edu or 540.231.3499

12. Would you like to request any Student Engagement and Campus Life Equipment? □ Yes* □ No
    *If Yes please check item and indicate quantity:
    ☐ 6’ Folding Rectangular Tables (30 in stock) ☐ Chairs:
    *There is no guarantee that the equipment requested will be available for your event. There is a rental fee for all equipment. Charges will be billed to the client requesting the event. The client is responsible for the transport and return of all rented equipment. Equipment not returned within the specified time will incur an additional fee.

Use the box below to: Include additional date/time/location information related to your request, and additional information; such as, trash/recycle bin requests, weather location information, etc.
Public Space Request Form - Page 4 of 4

Public Space Reservation Guidelines and Process Information:

WHAT IS CONSIDERED PUBLIC SPACE?
- Outdoor Spaces and Atriums/Lobbies/Balconies in many academic facilities on the campus of Virginia Tech
- You can see the spaces reserved through this process here: http://www.campuslife.vt.edu/assets/docs/REALMAP.pdf

MAKING PUBLIC SPACE RESERVATIONS
- Public Space can only be requested by filling out a Public Space Request form (The “Requestor” must be an authorized contact and that person must sign the public space form; however, the event contact can be someone who is not an authorized contact):
- Public Space Forms must be submitted in person or emailed to publicspace@vt.edu directly from a vt.edu email account

WHEN CAN FORMS BE SUBMITTED?
[Please contact publicspace@vt.edu if you have questions.]
- At least 10-business days prior to the event date, unless the event requires services or involves activities for which the submission deadline would be increased (Production Services, Security, contracted performers/speakers, etc.)
- If Production Services is requested (Power, sound, lights, etc.), the form must be submitted at least 21-business days prior to the event date
- Other event activities may require the form to be submitted 21-, 45-, or 60-business days prior to the event
  (Large constructions, expected attendance over 300 people, events involving alcohol, Color events, contracted performer/speakers etc.)

WHAT HAPPENS AFTER THE FORMS ARE SUBMITTED?
- Once form is submitted, it will be reviewed by an Event Planning Advisor and then processed by a member of our Public Space Team. At that time, you will be notified of policies/requirements based on the event details/activities
- Event information/details will be sent to the designated facility manager(s) for the space(s) requested to make sure there are no conflicts or concerns
- If the facility manager replies affirmatively and all other requirements have been met, an approval confirmation will be sent

By submitting this form, I am indicating that I have read and I understand this document. I agree to adhere to the Public Space Guidelines as well as all applicable Event Planning, Student Engagement and Campus Life (SECL), and University Policies and State Laws, including the SECL cancellation policy: https://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/SECLeventcancellationpolicy.pdf. My Student Organization or Department’s failure to do so may result in the loss of event approval, ability to make future reservations, and/or further sanctions. I agree to pay all charges associated with this event.

Signature of Authorized Contact: __________________________ Date: ____________________