OUTDOOR ACTIVITIES

YOU MUST FILL OUT THIS FORM COMPLETELY BEFORE YOU CAN PROCEED WITH YOUR EVENT

1. YOU MUST RESERVE YOUR EVENT LOCATION BEFORE COMPLETING THIS FORM. CALL CONFERENCE SERVICES AT 836-5653 TO RESERVE THE SITE.

2. LOCATION: ____North Mall _____Athletic Field ____Tent Theater Area ____Plaster Field ____Other

TITLE OF EVENT: ___________________________________________________________________________________________

DESCRIPTION OF EVENT: ___________________________________________________________________________________

ARE YOU CHARGING ADMISSION OR EXHIBITOR FEES FOR EVENT?__________________________________________

SET-UP DATE / TIME: _________________________________TAKE DOWN DATE / TIME: _____________________________

CONTACT PERSON: _________________________________DAYTIME PHONE: ______________Email: ___________________

SPONSORING ORGANIZATION / DEPARTMENT: _______________________________________________________________

PROVIDE AN ACCOUNT NUMBER FOR AFTER HOURS WORK OR ADDITIONAL CHARGES ____________________________

3. CHECK THE SERVICES NEEDED. THESE SERVICES ARE FREE DURING REGULAR WORKING HOURS (except where noted) AFTER HOUR LABOR RATES CAN BE FOUND ON THE MISSOURI STATE UNIVERSITY WEBSITE UNDER OUTDOOR ACTIVITIES.

GROUNDS Regular hours 7:00AM – 5:30PM.
— EXTRA TRASH CANS AND DUMPING
— TENT SPOTTING (REQUIRED IF YOU ARE HAVING TENTS)
— VEHICLE SPOTTING (REQUIRED IF VEHICLES ARE PART OF YOUR EVENT)

MAINTENANCE SERVICES Regular hours 8:00AM – 4:30PM
ELECTRICAL SET-UP, TAKE DOWN: Provide required amperage ___________ and voltage _________________.
— North mall: 240 volt power source is available. These are 100 amps, 3 phase circuits.
— Additional power at the North Mall can be made available for additional cost, depending on requirements.
— Other areas: circuits and voltages can be made available at additional cost, depending on site and requirements.

CONFERENCE SERVICES
— TABLES including set-up and takedown. How many? __________________________
— CHAIRS including set-up and takedown. How many? _________________________
— OTHER _______________________________________________________________

4. PLEASE LEAVE THE AREA IN THE SAME SHAPE YOU FOUND IT. You will be responsible for any damage occurring during your event. Here are some tips to avoid extra charges:

- Unload and load street vehicles on the street (cars, trucks, vans, pick-ups, etc.). Do not drive street vehicles on concrete, sidewalks or grass. Exceptions require written permission from the Grounds Superintendent.
- Golf cart type vehicles are allowed on sidewalks only. These vehicles are not allowed on grass.
- Pick up all the trash in the event area. You may be charged the current hourly groundskeeper labor rate should excessive trash be left on the ground.
- University policies regarding food and drink also apply to this space.

Please Return This Form To Conference Services
Plaster Student Union, Rm 302
Or Fax to 836-6765

05/11