

# OUTDOOR ACTIVITIES

WORK ORDER # \_\_\_\_\_

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

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

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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 \_\_\_\_\_

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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 – 3:30PM.**

- \_\_\_ 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 \_\_\_\_\_
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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