SMU | STUDENT AFFAIRS Student Activities

USE OF CAMPUS GROUNDS REQUEST

Please submit this completed form to Lydia Dale in Student Activities (300 Hughes-Trigg Student Center) at least 7 business days prior to the event.

Sponsoring Organization/Department: _____

Contact Person: _____

Email: _____ Phone: _____

Event Name: _____

Description of Event: _____

Requested Location: _____

Date of Grounds Use: _____ **Event Date**: _____

Set-Up _____ ☐am ☐pm Event Start _____ ☐am ☐pm
Tear Down _____ ☐am ☐pm Event End _____ ☐am ☐pm

Is it open to public? ☐No ☐Yes Expected Attendance: _____

Will heavy equipment be used or do you need equipment/services from Facility Services (trashcans, tables, electricity, post-event clean-up, etc.)? If yes, you must make arrangements with Facility Services in advance.

Guidelines:

- All requests for Food Trucks must be arranged through SMU Dining Services.
- All items and debris must be removed from campus grounds at the conclusion of event; non-compliance may result in fees or suspension use of campus grounds privileges.
- As sponsor(s) of this event, the organization accepts responsibility for persons, actions, activities, costs, and products associated with the event.
- This form is solely to facilitate administrative procedures and in no way represents endorsement of the event by SMU or its employees.

Your signature indicates that you understand and will comply with the Use of Campus Grounds Guidelines.

Signature: _____ Date: _____

THE FOLLOWING SIGNATURES* ARE REQUIRED ON ALL FORMS:

***Risk Management/SMU Police Department -** Dawson Center, #100M – **Linda Oliver**
Certificates of insurance must be obtained from all vendors and contractors. The Environmental Health & Safety Department may conduct on-site inspections.

_____
Risk Management Authorized Signature (I acknowledge that this event meets our office requirements.) Date

***Facility Services' -** Dawson Center, #120 **SRC** & #170A **Ann Allen** Work Order #_____

_____ _____
SRC Authorized Signature ***Date*** ***Ann Allen*** ***Date***
(We acknowledge that this event meets our office requirements.)

REQUIRED ONLY FOR CERTAIN EVENTS:

***Amplified Sound** – Provost Office - Perkins Adm. #208
*This signature if required **only** if your event intends to use amplified sound. The amplified sound will not disrupt classes.*

_____
Provost Office Authorized Signature Date

***Campus Services –** McFarlin Auditorium, Room 101 – Jonathan Norton
*This signature is required **only** if your event includes giving away any type of beverage.*

_____
Campus Services Authorized Signature Date

***SMU Dining Services –** Umphrey Lee, Room 124 – David ter Kuile
*This signature is required **only** if your event includes giving away any type of food.*

_____
SMU Dining Services Authorized Signature Date

***Adjacent To Buildings (see building manager list below)**
The sponsoring organization has my approval to hold this event near _____.

_____
Authorized Signature Date

Blanton Student Services – Damon Wilkins, 214-768-3485
Bridwell Library – Jon Speck, 214-768-3482
Caruth Hall – Merlin Wilkerson, 214-768-8649
Clements Hall – Randy Phillips, 214-768-2359
Collins Education Center – Zakaria Benyacoub, 214-768-4462
Cox School of Business – Catherine A. Collins, 214-768-3277
Dallas Hall – Randy Phillips, 214-768-2359
Dedman Life Sciences – Randy Phillips, 214-768-2359
Dedman Center – Tracy Veliz, 214-768-9916
Dedman School of Law – Betty Alexander, 214-768-2620
Embrey Building – Misti Compton, 214-768-3051
Fondren Library – Cindy Gautreaux, 214-768-1844
Fondren Science – Randy Phillips, 214-768-2359
Heroy Hall – Randy Phillips, 214-768-2359
Hughes-Trigg Student Center – Schedrick Mumphrey, 214-768-0015
Hyer Hall – Randy Phillips, 214-768-2359
Jerry Junkins – Jay Kirk, 214-768-3256
Lloyd All Sports/Ford Stadium – Andrew Ward, 214-768-2313
Meadows Museum – Charlie Guijarro, 214-768-3698
McFarlin Auditorium – Denton Bricker, 214-768-3139
Moody/Crum – Paul Frushour, 214-768-2106
Owen Arts Center – Jay Hengst, 214-768-4211
Perkins Administration – Mary Tays, 214-768-4846
Perkins Natatorium – Jim Stillson, 214-768-1640
Perkins Chapel/Theology – Janelle Hampton, 214-768-2152
Residence Halls/Houses/Apts. – Crystal Sedoris, 214-768-2279
Simmons Hall – Renee Moore, 214-768-4370
Umphrey Lee – David ter Kuile, 214-768-4351

ONCE YOU HAVE OBTAINED ALL OF THE APPROPRIATE SIGNATURES, PLEASE RETURN THE FORM TO STUDENT ACTIVITIES FOR FINAL APPROVAL

FOR OFFICE USE ONLY:

This is event is (please circle one): **APPROVED** **NOT APPROVED**

Signature: _____ Date: _____

Revised July 2013