



Date: _____

Instructions: This is an interactive form. Send the completed form by regular mail delivery, attach it to an e-mail to karen.wilson@ualberta.ca or fax to 780.492.7582. A confirmation approving the space will be returned to you by e-mail. This form gives approval for use of the site only, not the event.

Contact Person:

Group Name:

Mailing Address _____

Telephone:

Fax:

E-Mail:

Check here if this is the first time your group has requested exterior University space.

From: _____ To: _____ Start Time _____ End Time _____

Event Location and Description (be specific)

Large group events - failure to provide a site layout map and detailed event outline within 10 business days of your verbal or written request will forfeit your site booking.

*Vehicle parking is **NOT ALLOWED** on grassed areas such as the main, business, and engineering quads.

Extra Requirements: Should your group request any of the following items an invoice will be mailed to the above address AFTER the event.

- | | |
|---|---|
| <input type="checkbox"/> Photography Site Fee - Only cash or cheque (to the "University of Alberta." \$25 | <input type="checkbox"/> Site Reconditioning for large events. To assist with reconditioning of the grassed areas. \$200 |
| <input type="checkbox"/> Picnic Tables - (Delivery/pickup of tables included) Groups to set-up tables once delivered. Indicate the number of tables needed. Cost shown is for each table. \$30 | <input type="checkbox"/> Fencing - 6' fence and posts installed and removed- please supply a diagram to show where the fencing should be placed. \$400 |
| <input type="checkbox"/> Water Hose - Delivery of hose. To use water supply pick up hose-bib key from Reception, 4 th floor, Gen Svs Bldg. <i>Your deposit is refunded once the key is returned.</i> \$25 | <input type="checkbox"/> Alcohol - Events serving alcohol must be fenced and a University Liquor Permit is required. For more information Contact Ancillary Services at 780.492.4281. |
| <input type="checkbox"/> Barbecue - You must provide your own equipment. A Fire Extinguisher is required for all events where fire is involved and must be signed out, with your One Card , from the <i>L'Express office in SUB 1-46 (telephone: 780.492.2090).</i> | <input type="checkbox"/> Tent Placement - Contact <i>Landscape & Construction</i> (Cell: 780.919.8360) to arrange a meeting time to mark the location of underground utilities/sprinklers before any tents are set up. Minimum ½ hour charge. \$17 |
| <input type="checkbox"/> Food Service - Your event must be registered with Alberta Health Services. Call 780.735.1800 or email to: daniel.dompkeh@albertahealthservices.ca | <input type="checkbox"/> Electrical - A Work Requisition is required. For information or an estimate contact the Infrastructure Coordinator at 780.492.4027. |

RECYCLING AND GARBAGE REMOVAL: To support our **sustainability commitment**, the University of Alberta is continuously working to **green meetings and events**. Your group is responsible for ALL SITE CLEANUP including appropriate recycling. Additional charges will be assessed by Buildings and Grounds Services if they perform any extra work after your event. Indicate, below, the type and number of each bin that you require.

- _____ Green Beverage Bin (\$15) _____ Yellow Glass & Light Metals Bin (\$15)
- _____ Dark Green Compost & Organics Bin (\$17) _____ Brown Plastics Bin (\$15)
- _____ Blue Paper & Cardboard Bin (\$15) _____ Garbage Bins (\$16)

Volunteers may be available to monitor bins and educate participants about campus recycling and composting at high-traffic events. To learn more about the Office of Sustainability contact sustainability@ualberta.ca

Speed Code: Account Number:

Faculties/Departments: To process the above requests include university speed and account codes. **Student Groups:** use **only if you use a U of A account code**.

CANCELLING YOUR EVENT

Weekday Event Notification: A minimum of one workday before your weekday event is required. Weekend Event Notification: A minimum of two workdays before your weekend event is required.

Note: If cancellation is not received within the time noted above and items are delivered to the previously approved area, your group will be invoiced for all items listed on the Approval Form.

NOISE LEVELS DURING AN EVENT

With ongoing classes in buildings surrounding quad and other areas, pre-approval is required if your event will include a live band, a sound system for music or to broadcast speeches, etc. Without prior approval by the *Office of the Dean of Students* the space request will NOT be approved by Facilities and Operations.