

Texas Tech University
GROUNDNS USE / SOLICITATION REQUEST

Return this form **no later than two (2) weeks** prior to your event.

NOTE: Submit request to use non-Forum Area space for free expression activities to reserve area only.

Date Received: _____	Meeting Date: _____	Registered SO: _____
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CONTACT INFORMATION

Sponsoring Organization/Department: _____	
Applicant Name: _____	
Address: _____	City, State, Zip: _____
Day Phone: _____	Alternate Phone: _____
Email Address: _____	

Grounds Use **Solicitation** **Both** **REQUEST INFORMATION**

Date(s) of Requested Use: _____	
Requested Location: _____	
Beginning Time(s): _____	Ending Time(s): _____
Event Name: _____	Expected Attendance: _____

Purpose of Solicitation (if applicable): _____
Amount to be charged: \$ _____ per _____
<i>Attached exact copy of T-shirt, hat, etc. design that will be used on items for sale or bring one for us to view.</i>
For what purpose will the proceeds be used? _____

Activity Description (Please describe what you will be doing at the requested location. Add additional page if needed.)

Sponsoring Organization/Department/Student/Employee

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to Grounds Use and/or Solicitation requests at Texas Tech University as highlighted in Part VII and/or Part VIII of the Student Handbook and OP 61.02.

I, _____ certify on behalf of _____ that this Grounds Use/Solicitation Request meets the requirements of the Student Handbook and OP 61.02.

Applicant Signature _____	Date _____	Advisor Signature & Phone _____	Date _____
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Return to: Outdoor Events Coordinating Committee	304 Student Union (MS2032)	Fax (806) 742-0170
Questions? Call (806) 742-3631		

Grounds Use/Solicitation Request Review (office use only)

All for use of grounds will be reviewed weekly by the Outdoor Events Coordinating Committee, which reserves the right to approve, change, deny, or cancel requests through consultation with various TTU Departments/Offices and in accordance with TTU Operating Policy 61.02.

Approved Approved w/conditions Tabled Denied

Decision Date: _____

Approval Conditions/ Reasons for Tabling or Denial:

Food

- Temp. Food Permit - EHS Tim Riojas 2-3876
www.ehs.ttu.edu
- Plywood under grill
- Dispose of coals off-campus
- Clean up after event
- Drinks must be Coke products
- Bring trash bags
- Have water turned off for event
- Don't block walkway

General

- Tables
SUB main office 2-3636
Signs must be attached or free standing
- Run/Walks
TTPD for assistance 2-3931
Use road markers- do not block street
- Tents
Don Roulain
Grounds 2-3801
- Rec Center 2-3351
For softball/volleyball fields,
gazebo, Urbanovsky, Sports fields
- SUB
West of Bookman (rain-north facade)
No signs on glass
Clean up after event

Merchandise

- Must have cash box
-\$100, & two attendants at all times

Parking

- Do not block handicap access
- Load/unload from curb
- No vehicles on grass/running track

*In accordance with TTU OP 61.02, **appeals** of Outdoor Events Coordinating Committee for faculty, staff, academic and administrative departments must be submitted to the **Office of the Provost** and for registered student organizations to the **Assistant Vice Provost for Student Life – Campus Life**.*

Department	Phone	MS	Signatures
Planning and Administration	2-2102	5091	_____
Alumni Association	2-3641	5001	_____
Athletics	2-3355	3021	_____
Communications & Marketing	2-2136	2022	_____
Contracting	2-3841	1101	_____
Environmental Health & Safety	2-3876	1090	_____
Grounds Maintenance	2-3801	3144	_____
Hospitality Services	2-1966	2184	_____
University Student Housing	2-2661	1141	_____
Recreational Sports	2-3351	2151	_____
Risk Management	2-0212	2003	_____
Student Union & Activities	2-3636	2031	_____
Texas Tech Police	2-3931	3041	_____
Transportation & Parking Services	2-3811	3161	_____