



### USE OF CAMPUS GROUNDS REQUEST

Please submit this completed form to SAMSA (Hughes-Trigg Student Center Suite 300) at least 7 business days prior to the event.

Sponsoring Organization/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Grounds Use: \_\_\_\_\_ Event Date: \_\_\_\_\_

Set-Up \_\_\_\_\_ am pm  
End \_\_\_\_\_ am pm

Start \_\_\_\_\_ am pm  
Tear Down \_\_\_\_\_ am pm

Requested Location: \_\_\_\_\_

Will you charge admission? No Yes

Admission Charge \$ \_\_\_\_\_

Will you serve food? No Yes

What will you serve? \_\_\_\_\_

Is it open to public? No Yes

Expected Attendance: \_\_\_\_\_

Will you sell anything? No Yes

If so, what? \_\_\_\_\_

Will heavy equipment be used? (trucks, platforms, trailers)

No Yes

Do you need assistance/equipment from CPPO?

No Yes

#### Guidelines

- No amplified sound after 8 pm.
- 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, 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 will comply with the Use of Campus Grounds Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUIRED ON ALL FORMS**

**\*SMU POLICE DEPARTMENT Patterson Hall 214-768-1580**

I acknowledge that this organization has made necessary arrangements for this event with SMUPD.

\_\_\_\_\_  
SMUPD Authorized Signature

\_\_\_\_\_  
Date

**\*CAMPUS PLANNING AND PLANT OPERATIONS 158 Dawson Center 214-768-4881**

I acknowledge that this organization has made necessary arrangements for this event with CPPO.

\_\_\_\_\_  
CPPO Authorized Signature

\_\_\_\_\_  
Date

**\*RISK MANAGEMENT Dawson Center, #170A 214-768-4047**

Certificates of insurance must be obtained from all vendors and contractors. The Environmental Health & Safety Department may conduct on-site inspections. I acknowledge that this event meets Risk Management requirements.

\_\_\_\_\_  
Risk Management Authorized Signature

\_\_\_\_\_  
Date

**REQUIRED ONLY FOR CERTAIN EVENTS**

**\*ADJACENT TO BUILDING:**

The sponsoring organization has my approval to hold this event.

\_\_\_\_\_  
Authorized Signature (Below)

\_\_\_\_\_  
Date

Athletics Facilities: Loyd All-Sports Center 316 – Ricky Dobbs 214-768-1617

Dallas Hall: Room 200 – Randy Phillips 214-768-2359

Dedman Center for Lifetime Sports: 110 – Sarah Morgan 214-768-4823

Hughes-Trigg Student Center: 315 – Charlotte Wiscarson 214-768-4500

Jerry R. Junkins: 301 – Susan Bailey 214-768-4120

Laura Lee Blanton: 181 – Stanley Stubblefield 214-768-3137

Meadows School of Art: OAC 1156 – Jay Hengst 214-768-4211

Meadows Museum: Marin Fiske 214-768-4771

Perkins School of Theology/Chapel: Kirby 202 – Dr. William Lawrence 214-768-2125

Residence Halls: Boaz 101 – 214-768-2407

Umphrey Lee: 101 – Sabrina Cruz 214-768-2368

**\*AMPLIFIED SOUND Perkins Adm. #209 214-768-3454**

The sponsoring organization has my approval to hold this event. The amplified sound will not disrupt classes.

\_\_\_\_\_  
Provost Office Authorized Signature

\_\_\_\_\_  
Date

APPROVED:

No

Yes

\_\_\_\_\_  
SAMSA Authorized Signature

\_\_\_\_\_  
Date