

Outdoor Request Form

Please complete this form and return it to the Scheduling and Events Office in the Campus Life Office, located on the lower level of the Lowry Center. In order to process your request, it is imperative that this form is completed **at least** 14 days prior to your event. Please note that there is no guarantee that the space you request will be available. Please pay special attention to the fire policy, if you intend on having a campfire for your event.

EVENT INFORMATION

Sponsoring Group:		Contact Person:
Cell Phone Number:	Campus Box:	Email:
Name of Event:		Anticipated Attendance:
Intended audience:	Day & Date of Event:	Start Time :
		End Time :

Briefly describe the event/activity:

Location: _____

Inclement Weather Plans:

<input type="checkbox"/>	Change Date to:	_____
<input type="checkbox"/>	Move Inside to:	_____
<input type="checkbox"/>	Cancel	
<input type="checkbox"/>	Other:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Set-Up Day, Date and Time:

Clean-Up Day, Date and Time:

Note: The inclement weather plan should also consider that the site may NOT be available to use due to wet grounds following inclement weather.

Set-Up Needs

(Check all that apply to your event)

<input type="checkbox"/> 8-ft. Table	<input type="checkbox"/> Round Table	<input type="checkbox"/> Folding Chairs	<input type="checkbox"/> Renting Tent
Quantity:	Quantity:	Quantity:	Tent Type:

Note: If you are requesting trash cans and recycling bins, you are responsible for taking all bags to the appropriate dumpsters and then turning the cans upside down. Please show the EXACT placement of the tent in your diagram (on the fourth page)! Also, please be sure to have the tent rental company purchase a permit prior to your event. If you would like tablecloths and/or table skirting, it is your responsibility to contact Campus Dining Services (330-263-2358) to rent these items.

<input type="checkbox"/> Trash Cans	<input type="checkbox"/> Easel	<input type="checkbox"/> Stage	Recycling Bins	<input type="checkbox"/> Other - Explain:
Quantity:	Quantity:	Size:	Quantity:	

Water Needs

Are you intending to have an event involving water? (Y/N) _____

Please note that all events using water, will be limited to the Bornhuetter Pavillion Area.

Please describe the event, including how the water will be used:

Do you need a hose? (Y/N) _____ Do you need access to water on site? (Y/N) _____

As it relates to water events: If your organization requires the use of a hose, you are responsible for picking up the hose and faucet wrench (key) from the Grounds Department before they close at 4PM; and return the supplies by 9 AM the following day. If your event is over weekend, the hose and faucet wrench (key) need to be picked up by 4PM on Friday, and returned by 9 AM on the following Monday morning.

If there are any damages to the hose, Bornhuetter Pavilion or its surroundings, your group will be held responsible for those damages. Additionally, your group will be held responsible for replacement of the hose and faucet wrench (key) in the event that you misplace them.

Note: ALL groups are responsible for their clean-up following the event. All trash and recyclables MUST be discarded in their respective bins immediately following the event. Any group that neglects to clean-up after themselves may result in loss of hosting future outdoor events at the College.

Technology

(Requests are granted on the basis of availability and the location of the event)

Please consider the Sound Amplification Policy as you select your technology.

<input type="checkbox"/> Lapel Microphone(s) Quantity: _____	<input type="checkbox"/> Standing Microphone(s) Quantity: _____	<input type="checkbox"/> Handheld Microphone Quantity: _____	<input type="checkbox"/> Portable Sound System Quantity: _____
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Other

Explain:

Laptop Power Point Projector

Note: If you requested a laptop, lapel(s), power point projector, you must contact IT to request these items. (IT Loaner Equipment@wooster.edu)

Sound Amplification Policy:

To maintain the academic environment of the College, the use of amplified sound equipment in open areas must be approved by the Scheduling Office. Amplified sound is defined as any form of equipment (i.e. microphones, speakers, amplifiers, bullhorns, musical instruments, etc.). In some cases, large group singing is also considered amplified sound. Events involving high sound levels may not be scheduled during regular classroom instruction, Monday through Friday from 8:00am to 4:00pm. City of Wooster Noise Ordinance is **12 AM**, However, begin shutting down music or any amplified sound at **11:45 PM**.

Describe in detail any set-up instructions:

Additional Services to Consider

(not provided through Scheduling Office)

There may be costs associated with these additional services. Please inquire about the specific prices with each department.

The Service Center (330-263-1234) should be contacted for large events such as bands for additional electronic needs such as lighting, extension cords, power, etc.

Campus Security and Protective Services (330-263-2590) should be considered for parking as well as security purposes. Parking can be challenging for large events on campus involving visitors. You will need to contact Security and Protective Services to discuss parking strategies and prepare a communication plan with attendees from both the outside community and the campus community.

Campus Dining Services (330-263-2358) offers food and/or beverage services upon request.

Note: NO alcoholic beverages are permitted at an outdoor event at The College of Wooster.

Describe in detail any additional instructions for your event:

Are you interested in having a campfire? Yes No

Do you need firewood delivered by the Ground Department Yes No

If you answered YES, please review the College's **Fire Policy:**

Request for any outdoor burning must be submitted to the Scheduling and Events Office in the Campus Life Office, located in Lowry Center, at least two weeks in advance. An Outdoor Event form must be part of the request. Fires are limited to three hours in length and must end by 11:00pm. After scheduling approval is received, the sponsor(s) must talk with the Security and Protective Service's Director to process an application for a fire permit from the City of Wooster. All fires will take place in a 4x4 metal fire ring provided by the College. The College will also provide wood for the fire. The approved location is at the west end of the Douglass Quad in front of Kenarden Lounge. Sponsor(s) are expected to clean-up the area around the fire after the event. Additional clean-up may be necessary on the morning after the fire.

For Office Use Only

_____ Assistant Director of Physical Education/Athletics and Recreational Facilities and Operations.	Date:	<input type="checkbox"/> OK as presented <input type="checkbox"/> Needs some Modifications <input type="checkbox"/> We need to have a meeting regarding this event
_____ Assoc. Dean of Students	Date:	<input type="checkbox"/> OK as presented <input type="checkbox"/> Needs some Modifications <input type="checkbox"/> We need to have a meeting regarding this event
_____ Director of Security and Protective Services	Date:	<input type="checkbox"/> OK as presented <input type="checkbox"/> Needs some Modifications <input type="checkbox"/> We need to have a meeting regarding this event
_____ Director of Physical Plant Operations	Date:	<input type="checkbox"/> OK as presented <input type="checkbox"/> Needs some Modifications <input type="checkbox"/> We need to have a meeting regarding this event
_____ Director of Campus Grounds	Date:	<input type="checkbox"/> OK as presented <input type="checkbox"/> Needs some Modifications <input type="checkbox"/> We need to have a meeting regarding this event

Additional Comments

Assistant Director of Physical Education/Athletics and Recreational Facilities and Operations.

Director of Student Activities

Director of Security and Protective Services

Director of Physical Plant Operations

Director of Campus Grounds

Diagram