CENTRAL RESERVATIONS OUTDOOR SPACE REQUEST FORM

Please return form to: Central Reservations Office, 2nd Floor - Memorial Union
www.union.wisc.edu/meetings  Phone: (608) 262-2511  Fax: (608) 265-8299  centralreso@union.wisc.edu

NOTE: This application must be submitted a minimum of five (5) business days prior to event to be considered. Some events may take longer to gain approval, so please submit request as soon as possible.

Every section must be completed before your request will be processed.

ORGANIZER INFORMATION

Sponsoring Organization
Sponsoring Organization Category
☐ 09-10 RSO  ☐ UW Madison Department/Program
☐ Union Member  ☐ Other be specific
☐ Governmental Agency

Your Name

Telephone & E-Mail

EVENT INFORMATION all details must be completely filled in or request will take longer to be processed

Event Title

Event Date include day of week

Estimated Attendance

Event Start Time/End Time /

Event Set-Up/Tear-Down Time /

Requested Event Location
☐ Grassy Area of Library Mall please see following page for additional information
section: ☐ North ☐ South ☐ East ☐ West
☐ Lower 1/3 of Bascom Hill (limit 3 reservations per academic year)
☐ Other

What will the Event include? See next page for additional details
All equipment (tables, awnings, etc) must be provided by the sponsoring organization.

☐ Food permit required * ☐ Trash/Recycling Receptacles
Type ☐ Electricity
Purchased from ☐ Revenue Producing (Sales/Donations) provide specific description below****
☐ Sound/Amplification** ☐ Tents/Awnings
☐ Tables—how many** ☐ Games/type
(must provide own tables)pg2 If rented, vendor

Detailed Event Description be as specific as possible – missing information will delay the processing & approval of this event
Miscellaneous Event Planning Information:

* If your event will be providing food:
  - If food is being distributed in any way, you need to contact Risk Management [http://www.bussvc.wisc.edu/risk_mgt/risk_mgt.html] at (608) 262-0375.
  - No home-made food is allowed to be sold or distributed.
  - If food is distributed at no charge and is prepackaged/ready to eat, then no permit is required. Examples of these types of foods include candy bars, bags of chips, canned/bottled beverages, whole fruits (oranges/apples/bananas) and individually wrapped pastries.
  - If food is distributed at no charge, and is non-prepackaged/prepared on-site, then a permit is needed. You must call Environmental Health [http://www.uhs.wisc.edu/display_story.jsp?id=496&cat_id=147], (608) 262-1809. Examples of these types of food include grilled hamburgers, brats, pancakes, eggs, etc.
  - If food is being sold, even if it is pre-packaged and ready to eat, a Temporary Food Stand permit is required. You must call Environmental Health [http://www.uhs.wisc.edu/display_story.jsp?id=496&cat_id=147], (608) 262-1809.
  - If food is being donated, please see the Central Reservations Office for a “Sponsorship Addendum to Registered Student Organizations Facility Use Agreement”. This form contains information on food donations and working with outside sponsors.

** No sound amplification is allowed on campus including the grassy area of library mall.
  - If you would like sound amplification in the Library Mall area, it is allowed at the State Street podium (cement Area) which is controlled by the City of Madison. For more information please see [http://www.cityofmadison.com/parks/specEvents.html]. To reserve this space, please call (608) 261-4281.
  - The 700 block of State Street, with electric hook-ups, will be made available for reservation Monday-Friday, 5:00-7:00p.m., and weekends 12:30p.m.-1:30p.m. and 5:00p.m.-7:00p.m. Also, the 800 block of State Street, Murray Street to Park Street, will be reservable; however, no electrical hook-up is available
  - See University Facility Use Policies & Guidelines (P-5) for more complete information. This information can be found on our website: [http://www.union.wisc.edu/meetings/policies/P5.html]

*** If you need tables:
  - Please contact Physical Plant (608) 263-3333. In order to rent from the Physical Plant, a departmental requisition is needed.
  - If you do not have a departmental requisition, you may rent the tables from a local rental company. Most commonly used rental companies are A to Z Rental and Madison Party Rental.

**** If you intend to hold a Revenue Producing event, there are a variety of campus Facility Use Policies and Guidelines that must be followed.
  - The University will not reserve the Library Mall for any selling, peddling, or soliciting activity unless that activity is directly sponsored by a University department, in which case all revenue generated must be deposited into the appropriate State account. Please see Facility Use Guideline G-3 on our website at: [http://www.union.wisc.edu/meetings/policies/G3.html].
  - Registered Student Organizations may not sell commercial products. See University Facility Use Guidelines & Policies P-1; P-3; G-15; G-1; G-3; G-6; G-18 for more complete information. This information can be found on our website: [http://www.union.wisc.edu/meetings/policies/index.html].
  - If your event will include any games or inflatable activities, you must contact Risk Management at (608) 262-0375
  - Please see Central Reservations for more information. Phone: 608-262-2511 Email: centralreso@union.wisc.edu