

Texas Tech University
GROUNDNS USE / SOLICITATION REQUEST

Return this form **no later than 6 University working days** prior to your event.
NOTE: You **Must** apply to use non-Forum Area space for free expression activities.

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: _____	

<input type="checkbox"/> Grounds Use	<input type="checkbox"/> Solicitation	<input type="checkbox"/> 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 (view at www.studentaffairs.ttu.edu).

I, _____ certify on behalf of _____ that this Grounds Use/Solicitation Request meets the requirements of the Student Affairs Handbook, Part VII/Part VIII.

Applicant Signature _____	Date _____	Advisor Signature & Phone _____	Date _____
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Return to: Student Union & Activities 203 Student Union (MS2031) Fax (806) 742-0655 Questions? Call (806) 742-3636
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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
- 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
- Tables
SUB main office 2-3636
Signs must be attached or free standing
- Tents
Gene Gibson Grounds 2-3801
- SUB
West of Bookman (rain-north facade)
No signs on glass
Clean up after event
- Run/Walks
TTPD for assistance 2-3931
Use road markers- do not block street
- Rec Center 2-3351
For softball/volleyball fields,
gazebo, Urbanovsky, Sports fields

Merchandise

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

Parking

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

*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 **Director of the Student Union & Activities**.*

Department	Phone	MS	Signatures
Academic Support and Facilities	2-3658	2020	_____
Athletics	2-3355	3021	_____
Contracting	2-3841	1101	_____
Center for Campus Life	2-5433	5014	_____
Environmental Health & Safety	2-3876	1090	_____
Grounds Maintenance	2-3801	3144	_____
Hospitality Services	2-1966	2184	_____
Housing & Residence Life	2-1140	1141	_____
Recreational Sports	2-3351	2151	_____
Risk Management	2-0212	2003	_____
Student Union & Activities	2-3636	2031	_____
Texas Tech Police	2-3931	3041	_____
University Parking Services	2-3811	3161	_____