

Texas Tech University
GROUND'S 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: _____

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 _____

Attached exact copy of T-shirt, hat, etc. design that will be used on items for sale or bring one for us to view.

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

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**

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

General

- | | |
|---|---|
| <input type="checkbox"/> <u>Tables</u>
SUB main office 2-3636
Signs must be attached or free standing | <input type="checkbox"/> <u>Run/Walks</u>
TTPD for assistance 2-3931
Use road markers- do not block street |
| <input type="checkbox"/> <u>Tents</u>
Don Roulain
Grounds 2-3801 | <input type="checkbox"/> <u>Rec Center 2-3351</u>
For softball/volleyball fields,
gazebo, Urbanovsky, Sports fields |
| <input type="checkbox"/> <u>SUB</u>
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

- | | |
|---|--|
| <input type="checkbox"/> Do not block handicap access | <input type="checkbox"/> Load/unload from curb |
| <input type="checkbox"/> 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 **Director of the Center for Campus Life**.*

Department	Phone	MS	Signatures
Academic Support and Facilities	2-3658	2020	_____
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	_____
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	_____
Transportation & Parking Services	2-3811	3161	_____