



OUTDOOR SPACES
RESERVATION REQUEST FORM

Please fill out this form **in its entirety** and return to Student Union 3rd floor, Suite H301, or by e-mail to **unionreservations@olemiss.edu**. **Reservation must be completed by a registered student organization’s designated member within The Forum.**

Contact Information

Campus Department/Registered Student Organization: _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Mailing Address: _____

Event Information

Name of Event: _____ Date of Event: _____

Location Requested: _____

Description of Event (specific details): _____

Expected Attendance: _____

Times: (Begins) _____ (Ends) _____

(Setup) _____ (Breakdown) _____

**Include time for both event setup and break-down.*

Will there be amplified sound? Yes No

Will food be provided? Yes No

OUTDOOR RESERVATION POLICY

The Grove, Student Union Plaza and the Lyceum Circle are available to University of Mississippi campus departments and Registered Student Organizations. For outdoor spaces other than those listed, approval must be granted by The Gertrude C. Ford Ole Miss Student Union (OMSU) department and/or Landscape Services.

All requests must include ample time before and after the actual event for any needed set up and take down. Campus department or Registered Student Organization will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the campus department or Registered Student Organization is expected to abide by these requirements.

No activities or events may take place in outdoor spaces four (4) weeks prior to Commencement. Requests for reservations made during this time period are at the discretion of the OMSU office in consultation with campus partners.

Block reservations can be made one semester at a time. Block reservation requests are defined as those that recur more than one time during the semester. Block reservations that include more than one semester will be processed as separate reservations, and fees will be assessed accordingly.

All requests for the use of outdoor spaces must go through the OMSU Reservations Office to officially reserve the space. The User will provide the Reservations Office with the name, address and phone number of the User’s representative. This representative will be the sole person authorized to make changes to or decisions regarding the reservation. Student organizations are required to fill out a Event Registration process online with The ForUM before their reservation is confirmed.

The OMSU Reservations Office does require that a University account number or Visa/MasterCard number is provided to ensure that the costs of any damages or excessive cleaning can be covered.

The campus department or Registered Student Organization will be responsible for any and all damages caused by acts of the campus department or Registered Student Organization, its employees, agents, patrons, guests and artists, whether accidental or otherwise.

Preservation of Outdoor Spaces

Tent sizes in outdoor spaces are restricted to 10'x10'. For larger tents, the OMSU must seek approval from Landscape Services. No tents are permitted in the Grove or Circle eight (8) weeks prior to Commencement. All tents may only be set up for 48 hours; this includes setup, duration of the event, and breakdown. If larger tents are approved, only concrete blocks may be used to anchor the tent. Absolutely no stakes are allowed in the Grove, Circle, or other green spaces on campus.

Flooring or artificial turf should be used to protect turf under tents between the Monday after the last home football game until after Commencement. Flooring may only be set up for 48 hours; this includes setup, duration of the event, and breakdown.

Application of a Special Dura Deck Product or similar will be required for a release to drive in The Grove. The maximum limit of time is 48 hours. No vehicles or heavy equipment are allowed on turf areas without prior approval of the Director of Landscape Services.

Any large structure erected for use outdoors (e.g., tents) must be inspected by University Fire Services.

Landscape Services should be contacted at (662)915-1846 before any plans are made for the setup of furnishings and/or equipment in the Grove.

No objects are to be hung from trees. This includes items such as balloons, hammocks, and decorations.

Carnival rides, horse rides, petting zoos, moon walks or bounce houses are not allowed on the turf of outdoor spaces without approval through the OMSU.

Stakes or spikes may not be used in outdoors due to underground water and electric lines.

No open flames are permitted on the turf including portable fireplaces, grills, tiki torches, and fireworks. Any exceptions are at the discretion of the OMSU office.

_____ *(please initial)*

Required University Services

Tables, chairs, electricity, and sound are not provided by the OMSU in any outdoor area. Please contact Facilities Management at fm@olemiss.edu to inquire about these services. This includes all outdoor spaces (e.g., Union Plaza, Grove, Grove Stage, Circle, and others).

_____ *(please initial)*

The campus department or Registered Student Organization will be responsible for ensuring all litter is removed from the outdoor space and placed in proper waste disposal dumpsters within two (2) hours of the completion of the event. If the campus department or Registered Student Organization fails to comply, the University will remove trash, and time will be billed to the campus department or Registered Student Organization for removal. Registered Student Organizations failing to comply may also be referred to the Office of Conflict Resolution and Student Conduct.

For events with more than fifty (50) attendees, the campus department or Registered Student Organization must submit a work order to Landscape Services for the setup and removal of any needed trash cans.

_____ *(please initial)*

The campus department or Registered Student Organization must submit a work order to Facilities Management if power or other utilities are required for the reservation no later than three (3) days prior to the scheduled reservation.

_____ *(please initial)*

"It's unusual for a university to be blessed with the amount of green space we enjoy, and it really sets the mood of this campus. Any gathering place needs to be treasured. Stewardship of The Grove is not solely the responsibility of the university, but all who love it and use it." -Former Chancellor Robert Khayat

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Revoke of Reservation & Event Capabilities

If groups damage, harm, or abuse outdoor spaces, the OMSU Reservations office reserves the right to revoke reservation and events capabilities for at least six months from the date of revoked services and place them on notice. In addition, all future reservations will be cancelled. After six months, the group may request to have this status removed and capabilities restored. All overdue fees must also be paid to begin to utilize the OMSU or campus outdoor spaces.

Inclement Weather

When hazardous weather is imminent, the OMSU Reservations office will follow appropriate emergency action plans and campus protocol to meet the safety and security of the campus and community. We ask that all guests follow procedures and comply with instructions during these weather and safety situations.

When the University of Mississippi issues a full closure of the university, the OMSU Reservations office will cancel all reservations within our facilities and not assess cancellation fees. For announcements related to campus closure, visit emergency.olemiss.edu.

Health and Safety Guidelines

Events and activities taking place outdoors must follow existing health and safety guidelines based on current university, local, state, and federal policies.

Payment and Miscellaneous Information

Visa/MasterCard: # _____ Exp. _____ CVC _____

Check or Cash: _____

University Account Number: _____

- Only Visa and MasterCard are accepted forms of payment for credit card users. Credit card payments will be assessed a convenience fee of 2.5% per charge.
- **For university 30-accounts, an e-mail confirming usage of the account must be submitted with the reservation form.**
- All checks must be made payable to The University of Mississippi.
- No reservation is confirmed until a payment method is provided.
- Any request submitted without a valid university account number or Visa/MasterCard number will not be processed.

I understand all the terms of use for this facility and the laws, rules and regulations associated with this facility. I hold myself responsible for any accidental/intentional incidents during the use of this facility. Providing inaccurate or incomplete information on the request form could result in denial of the request or cancellation of the event.

Signature of User: _____ Date _____

FOR OMSU USE ONLY

Location: _____ Total Fees: \$ _____

Date paid: _____ cash check card Check # _____

Receipt # _____ Initials of OMSU _____