



# Outdoor Space Reservation Form

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**\* NOTE \***

**This form applies only to the Campus Lake, Student Center Amphitheatre, and Student Center Plaza.**

Event Date: \_\_\_\_\_ Event Time (s): \_\_\_\_\_

Event Location: \_\_\_\_\_ Estimated Attendance #: \_\_\_\_\_

Group Name: \_\_\_\_\_ Campus Only  Public Invited

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Group Advisor: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Campus Organization? Yes  No

**Event Title/Name:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form is only to reserve the facilities on an "as is" basis. Any special needs, such as sound equipment, tables, chairs, platforms, etc. must submit a work order form to maintenance.**

**Advisor Signature required:** \_\_\_\_\_ Date: \_\_\_\_\_

Advisor is required to be present throughout the event.

Contact Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_