



Outdoor Event Request Form  
 Student Recreation Complex  
 Phone 480-965-8902 Fax 480-965-2210  
 E-mail [src.reservation@asu.edu](mailto:src.reservation@asu.edu) URL  
<http://src.asu.edu>

Please complete and return this form to the SRC Information Desk, located on the second level of the Student Recreation Complex, a minimum of 3 weeks prior to your event.

**Section I: Event Basics**

Sponsoring Organization: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Set Up Time: \_\_\_\_\_  am  pm Start Time: \_\_\_\_\_  am  pm End Time: \_\_\_\_\_  am  pm Teardown: \_\_\_\_\_  am  pm

Requested Spaces: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**Section II: Organization Representative (primary contact, present at the event)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sponsored non-ASU Organization: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section III: Type of Event (check all that apply)**

- Sporting Activity     Information Fair     Band\*     Campus Tour     Sports Camp/Tournament\*  
 Fundraiser     Special Event\*     Commercial Sales or Solicitation\*     Display  
 Other\* \_\_\_\_\_     Giveaway \* \_\_\_\_\_     Overnight event \* \_\_\_\_\_

**Section IV: Pre-Event Planning**








Many of the items below have restrictions or require special permission. You will be notified if action needs to be taken on certain items. The "Yes" items above and below marked with an asterisk (\*) that include a sponsored non-ASU organization will require proof of insurance, including required endorsements, except that events involving expressive activities may be exempted from the insurance requirement (see # 20 in attached Terms and Conditions).

Please respond to the following questions:

Yes or No

Details

| <input type="checkbox"/>   |  | Yes or No | Details |
|----------------------------|--|-----------|---------|
| <input type="checkbox"/>   | Is the event open to the public?   |           |         |
| <input type="checkbox"/>   | Will admission/participation fee be charged?   |           |         |
| <input type="checkbox"/>   | Will any items be given away or sold?  |           |         |
| <input type="checkbox"/> * | Will non-university vendors be contracted for services or have a presence at your event? |           |         |
| <input type="checkbox"/>   | Will staging, lighting or amplified sound be used?                                       |           |         |
| <input type="checkbox"/>   | Will food or beverages be served and/or sold?  |           |         |
| <input type="checkbox"/> * | Will an Electric Generator be in use?  |           |         |
| <input type="checkbox"/>   | Will Barricades or Fencing be in use?  |           |         |
| <input type="checkbox"/>   | Will there be any Temporary Structures (Tents, stages)?                                  |           |         |
| <input type="checkbox"/> * | Does event include physical activity (rock wall, slip n slide)?                          |           |         |
| <input type="checkbox"/>   | Will a vehicle be in use or parked?  |           |         |
| <input type="checkbox"/> * | Will animals be present at the event?  |           |         |

|  |  |  |  |
|--|--|--|--|
|    | Expected Number of attendees?  |  |  |
|  * | Will attending members be ASU Students?  |  |  |
|  * | Will tables and chairs be necessary at the event?  |  |  |
|  * | Will other equipment be necessary for the event (scoreboards, extension cords, sports equipment, cones)? |  |  |
|  * | Will you need officials for this event?  |  |  |
|  * | Will equipment be delivered prior to the event?  |  |  |
|  * | Will media be present at the event?  |  |  |

Section V: Event Description (Please provide a detailed description of the event/activity your are planning, including the name of the event, and a description of the set up and tear down process)

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Notes: Staff needs will be determined based on description of the request

Any vehicle on the field(s) or ASU malls must have SRC prior approval

No raffles

Any media must have prior approval (including webcasting)

All photography and video must have prior approval

All vendors and sponsors must have prior approval

For Office Use Only:

Date Submitted: \_\_\_\_\_

Documents needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_