

**THE UNIVERSITY OF ALABAMA OFFICE OF FACILITIES AND GROUNDS**  
**APPLICATION FOR USE OF CAMPUS GROUNDS**

1. Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Representing (Self/Name of UA Org. or Dept.): \_\_\_\_\_  
 Office/Position Held in Org./Dept.: \_\_\_\_\_

**UNIVERSITY ACCOUNT NUMBER:** \_\_\_\_\_

3. **CAMPUS GROUNDS REQUESTED:** \_\_\_\_\_  
 (Attach a campus map if necessary. If event is on the Quad, please specify which section.)

\*At NO TIME will unauthorized vehicles be allowed on the Quad for any reason.

**NUMBER OF PERSONS EXPECTED TO ATTEND:** \_\_\_\_\_

4. **DATE OF USE:** \_\_\_\_\_ **TIME** — From: \_\_\_\_\_ To: \_\_\_\_\_  
 (Generally, The Office of Landscape and Grounds must have at least a 10 business days notice for the event to be processed.)

If this is a recurring event, please list the other dates and times:

**DATE OF USE:** \_\_\_\_\_ **TIME** — From: \_\_\_\_\_ To: \_\_\_\_\_  
**DATE OF USE:** \_\_\_\_\_ **TIME** — From: \_\_\_\_\_ To: \_\_\_\_\_  
**DATE OF USE:** \_\_\_\_\_ **TIME** — From: \_\_\_\_\_ To: \_\_\_\_\_

5. **PURPOSE** for which Use of Grounds is being requested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Do you request permission to use **SOUND EQUIPMENT**?  **Yes**  **No**  
 (if **yes**, please describe equipment) \_\_\_\_\_  
 \_\_\_\_\_

7. Do you request permission to display, build, or erect any **STRUCTURES**?  **Yes**  **No**  
 (if **yes**, please describe them in detail) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Will there be **FOOD**?  **Yes**  **No**  
 (if **yes**, please describe what will be served) \_\_\_\_\_  
 \_\_\_\_\_

Will the food be sold or given away during the event?

Will the food be home cooked or catered? \_\_\_\_\_

9. Will there be **ALCOHOL** at this event?  Yes  No

10. **HEALTH & SAFETY STANDARDS/LIABILITY:** I understand that this event must meet all health and safety requirements of the University, City and County of Tuscaloosa, and State of Alabama and agree to ensure conformity with all such requirements.

I further agree to take full responsibility to manage this event in such a way as to comply fully with UA's policy relating to the Use of University Space, Facilities & Grounds; the **General Terms and Conditions**; and all other relevant University policies and procedures.

I agree to remove all trash and other items associated with this event, and to return the grounds to pre-event condition. In the event that I fail to return the grounds to pre-event conditions, the University will assess the reasonable costs of labor (at a minimum of four (4) hours per person performing the labor), damages, clean-up and repairs. For University organizations and departments, such reasonable costs will be assessed to the University Account number provided above. For individual faculty and staff members, the University will provide me an invoice itemizing the amount I owe, and I agree to be personally responsible for the amounts set forth in the invoice. If I fail to pay the invoice within seven (7) days of the University issuing it to me, I authorize the amount of the invoice to be satisfied by payroll deduction (including a lump sum deduction) and by any other method allowed by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

11. Will **CHILDREN** (age 0-17) be participating in or attending your event?  Yes  No

If yes, will the children be supervised at all times during the event by a parent, guardian, or teacher?

Yes  No

Depending on the type of event proposed, there may be other forms or steps in addition to this one—and other offices to contact—before the event can be considered for approval. If you are a student organization, you will need to register your event with The SOURCE utilizing the Online Event Planning Form.

\* \* \*

Should you have questions, please refer to UA's Grounds Use Permit website.

Please return your completed Application and any required certifications to:

**Donna McCray — Director of UA Facilities Operations and Grounds Use Permits**  
**Box 870294 • 1204 14<sup>th</sup> Street • Tuscaloosa, Alabama 35487**  
**205-348-6777 • groundspermits@fa.ua.edu**

Office Use Only:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_