



# The University of Arizona Commercial & Campus Use Activity Request Form

Campus Use and Event Services Office • Student Union Memorial Center • Room 290A-1  
Phone: (520) 626-2630 • Fax: (520) 626-8969 • Page 1 of 3

Date Received: \_\_\_\_\_

**This request must be completed and approved by the Arizona Student Unions Mall Event Planning Office a minimum of 10 BUSINESS DAYS PRIOR TO EVENT. Please type or print legibly.**

Sponsoring Organization \_\_\_\_\_ Event Title \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Local Address, City/State \_\_\_\_\_ Zip \_\_\_\_\_

Description of Event: List items to be sold, given away, displayed or available during event. Also list event particulars including vehicles, tents, tables, chairs and other related details. Attach a separate sheet if necessary.

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

Please list all business/corporate sponsors for this event.

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

Date(s) Requested \_\_\_\_\_ Time Requested (starting and ending) \_\_\_\_\_  
*(including setup and take down)*

Area(s) requested (see map) \_\_\_\_\_ Expected Attendance \_\_\_\_\_

### WILL THE EVENT USE OR REQUIRE ANY OF THE FOLLOWING:

» **Sound amplification?**

YES  NO If yes, please describe.

Amplification is allowed only between noon - 1 p.m., Monday through Friday and 5 - 7 p.m. Monday through Thursday. (Weekend requests are considered separately).

» **Equipment/Services? Facilities Management Grounds notification?**

YES  NO If yes, contact 621-1299 ten (10) business days before the event to arrange service and payment. All transactions will be by check only.  
**THIS FORM DOES NOT ORDER EQUIPMENT. ALL REQUESTS FOR MALL ACTIVITY MUST HAVE A SIGNATURE FROM FACILITIES MANAGEMENT.**

Facilities Mgmt. Special Events, Steven Natale (621-4701, fax: 621-2034, stevennatale@email.arizona.edu) \_\_\_\_\_ Date

» **Food/beverages?**

YES  NO If yes, signature approval must be obtained from the Director of Catering or their designee prior to any food or beverage being served. Vendors serving food and/or beverages on campus grounds must adhere to Pima County Health Department requirements for temporary food facilities. The University of Arizona has contracts that could restrict the distribution of certain food types, beverages or certain brand. Please provide a full description of your event and list all items to be sold, given away or available during your event.

Director of Catering, University of Arizona (SUMC 621-1989, fax: 621-2425 fax, jonl@email.arizona.edu) \_\_\_\_\_ Date

» **Alcohol?**

YES  NO No alcohol may be served or sold on University property without written permissions, i.e., Permit to Serve Alcoholic Beverages on Campus, from the Event Planning office. For more information, go to [www.union.arizona.edu/alcohol](http://www.union.arizona.edu/alcohol)

Event Planning Office (SUMC, 621-1989, fax: 621-2545) \_\_\_\_\_ Date

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» **Vehicle access to the Mall?**

[ ] YES [ ] NO If yes, contact Parking and Transportation at 621-3710 five (5) business days prior to your event to arrange access.  
If road closures or barricades are needed, please give three weeks lead time.

Mike Wallace (621-3710, fax: 621-7055) Special Events Parking \_\_\_\_\_ Date \_\_\_\_\_  
Barricades & Routes, Elisa Tapia (621-3300) \_\_\_\_\_ Date \_\_\_\_\_

» **Any Campus Road Closures?**

Contact Parking and Transportation at 621-3300 three (3) weeks prior to event. THIS FORM DOES NOT APPROVE ROAD CLOSURE. ALL ROAD CLOSURES MUST HAVE BARRICADE PLAN AND SIGNATURE FROM DIRECTOR OR ASSIGNED REPRESENTATIVE OF PARKING AND TRANSPORTATION.

Elisa Tapia, 621-3300 Fax 621-9898 Road Closure, Barricade Plans and Walk/Run/Bike Routes \_\_\_\_\_ Date \_\_\_\_\_

» **University Trademarked Items?**

[ ] YES [ ] NO If yes, please obtain approval from the Director of Trademarks & Licensing at ICA.

Alixe Holcomb (McKale 246E1, 626-3077, fax: 621-2656) \_\_\_\_\_ Date \_\_\_\_\_

» **Security may be required depending on proposed activity. Contact UAPD to determine if needed.**

Both Associate Dean Kathy Adams-Riester and UAPD Representative signatures are required.

Kathy Adams Riester (621-0884, fax: 621-9866) \_\_\_\_\_ Date \_\_\_\_\_  
UAPD Representative (626-6728, fax: 626-9460) \_\_\_\_\_ Date \_\_\_\_\_

» **Will the event involve commercial activity?**

[ ] yes [ ] no If yes, ATTACH COPIES of appropriate licenses, a privacy agreement and a list of promotional items. Approval must be granted two (2) calendar weeks in advance.

UA BookStores Director, Debby Shively (621-2426, fax: 621-8098) \_\_\_\_\_ Date \_\_\_\_\_

Private Vendor Name \_\_\_\_\_ Private Vendor Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Address \_\_\_\_\_ Zip \_\_\_\_\_

License # OR Tax ID # OR Tax Exempt # (for Non-Profit Agencies) \_\_\_\_\_

**Vendor fees: start at \$100/day; walks/runs \$500. Max 5 event days per vendor per semester. Corporate fees are determined individually.**

Amount to be paid to confirm reservation \$ \_\_\_\_\_

» **Evidence of liability insurance coverage may be required depending on the proposed activity. Proof of Insurance must be provided ten (10) business days prior to event or event will be cancelled.**

Risk Management-Insurance Officer, Herb Wagner (220 W. 6 St., 621-7691, fax 621-3706) \_\_\_\_\_ Date \_\_\_\_\_

**Will the event require use of temporary structures overnight on the Mall?**

[ ] YES [ ] NO If yes, signature approval must be obtained from the Assistant Dean of Students. Will this structure be staked? If so, please have sponsor contact Facilities Management to coordinate Blue Staking.

Associate Dean, Kathy Adams Riester (621-0884, fax: 621-9866) \_\_\_\_\_ Date \_\_\_\_\_

Date(s) requested for overnight use:

(Include details on when it would be set up and taken down, i.e. time of day and date.)

Description of temporary structures:

(Include the size/dimensions, exact placement and type of structure(s). Use map to depict exact placement.) If Blue Staking is needed, please allow at least 5 business days.

Org./Co. setting up equipment \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

