

## Holmes Student Center Outdoor Space Request Form

Requests for the Outdoor Spaces listed below can be reserved through the Holmes Student Center (HSC) General Office by Student Association recognized student organizations or University Departments for the **current semester only** during the period of **March 1 through October 31, weather permitting**. Requests must be made at least **5 business days** prior to the date of use and the client must adhere to all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies.

**Please Note:** This is only a request and not a contract for your space. If your request is approved, a reservation confirmation will be emailed to you.

**Student Organizations:** After booking the space for your large event, please go to <https://niu.collegiatelink.net/> to fill out a Huskie Link Event Submission form with the complete details of your event.

**Policies:** The Holmes Student Center Policies and Procedures are posted on our website for your review and are applicable to use of outdoor spaces. All clients will be held accountable to those policies. Please direct any questions or concerns to HSC management. Fees may apply for services, same day requests, and no shows. HSC Management reserves the right to change or cancel reservations if the need arises.

<b>Organization/Department</b>			
<b>Name</b>		<b>Position Title</b>	
<b>Phone</b>		<b>Email</b>	
<b>AR/Cost Center #</b>		<b># of People Attending</b>	
<b>Event/Activity</b>		<b>Will you be selling tickets to this event?</b>	
		Yes	No
<b>Date of Event</b>	<b>Start Time</b>	<b>End Time</b>	<b>Set Up Time</b>
<b>Venue Preference (check one)</b>			
<input type="checkbox"/> MLK Commons <input type="checkbox"/> East Lagoon <input type="checkbox"/> West Lagoon <input type="checkbox"/> Central Park <input type="checkbox"/> Oderkirk Property			
<b>Services (check as needed; fees may apply)</b>			
<input type="checkbox"/> 1 Table & 2 Chairs (free to use in MLK Commons when you pick up and return to HSC)			
<input type="checkbox"/> Standard Outlet (free to use in MLK Commons and Central Park for one electronic item)			
<input type="checkbox"/> Event Production Services (trash cans, electricity, AV, tents, staging, grills and more)			

By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space the Holmes Student Center.

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**For Office Use**

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Confirmation Emailed On: \_\_\_\_\_

Additional Notes: \_\_\_\_\_