

Outdoor Usage Request Form

Office of Housing, Residential Living & Dining (OHRLD)

OHRLD– Ruddock Hall, Suite G-37, 1099 Maple Street, Indiana PA 15705 – 724.357.2696 – fax: 724.357.5762

Form found at [http://www.iup.edu/housing/forms/other-housing-forms-and-policies/other-housing-forms-and-policies/OHRLD Outdoor Space Reservation Form](http://www.iup.edu/housing/forms/other-housing-forms-and-policies/other-housing-forms-and-policies/OHRLD%20Outdoor%20Space%20Reservation%20Form)

Return completed form to:

**Julene Pinto-Dyczewski, Training and Student Leadership Specialist
Program Resource Center (PRC)**

Prc-iup@iup.edu

Name of Person Submitting Request:	Name of Recognized Organization:	Date submitted:
Address/Campus Address:	Telephone:	Email:
Name of Persons Supervisor/Advisor	Campus Address:	Telephone:
Person’s Affiliation with IUP: <input type="checkbox"/> Student <input type="checkbox"/> CA/RHA-C <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Recognized IUP Student Organization <input type="checkbox"/> None		
Nature of Activity or Event (Check all that apply) <input type="checkbox"/> Lecture <input type="checkbox"/> Meal/Paragraph K Meal <input type="checkbox"/> Concert <input type="checkbox"/> University Wide Event <input type="checkbox"/> Building Event <input type="checkbox"/> Community Event <input type="checkbox"/> Other(please specify)		
Event Title :	A. Date Requested: B. Time Requested including set/clean up: C. <u>Actual Event Time/Duration:</u> D. Anticipated Attendance:	
Description of Event/Purpose:		
Outdoor Location (s) Requested: (check or Highlight one) <input type="checkbox"/> Stephenson Volleyball Court <input type="checkbox"/> Stephenson/Eberly Picnic Area <input type="checkbox"/> Stephenson Basketball Court <input type="checkbox"/> Stephenson Courtyard (front facing Maple Street) <input type="checkbox"/> Maple East/Delaney Quad Basketball half court <input type="checkbox"/> Putt Volleyball Court <input type="checkbox"/> Maple/Ruddock/Putt/Delaney Quad/Courtyard Area <input type="checkbox"/> Pratt Courtyard Area <input type="checkbox"/> Northern Courtyard (behind the building) <input type="checkbox"/> Wallwork Quad Area (between buildings) <input type="checkbox"/> Wallwork Quad Area (in front of the buildings)	Requesting Permission for Sound Amplification? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please note that OHRLD has the right to deny requests that may impeded well-being of residential students.	

For Office Use Only:

Outdoor Usage Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
Sound Amplification Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date:
NOTES:	