

# Outdoor Space Request for Campus Functions

Department of Lands & Grounds

THE  
UNIVERSITY of  
RHODE ISLAND

Name of Requestor(s):		
Campus Address:		
Campus Phone:	Cell:	Email:
Organizers Responsible for the Event:		
Event Title:		
Space Requested for Event (Give Location): KINGSTON CAMPUS QUADRANGLE		
Event Date(s):	Setup Time:	Completion:
Describe Event:		
Estimate Number of Attendees:		
<b>Equipment/Services Needed – Event organizers must personally contact the appropriate department to reserve or schedule the following items, no need to call lands &amp; grounds (Check all that apply).</b>		
Facilities Services Provides (874-4060): <input type="checkbox"/> Electrical Hookups <input type="checkbox"/> Water/Hose		
Dining Services Provide (874-4331): <input type="checkbox"/> Catering <input type="checkbox"/> BBQ's		
URI Traffic & Parking (874-9281): <input type="checkbox"/> Parking Services <input type="checkbox"/> Campus Police (874-5414)		
Lands & Grounds Provides (874-2800) <input type="checkbox"/> Trash Containers <input type="checkbox"/> Recycle Containers <input type="checkbox"/> Dumpsters		
URI Properties Provides (874-5468): <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Podium <input type="checkbox"/> Stage <input type="checkbox"/> Other:		
<b>Terms &amp; Conditions For Space Use</b>		
<ol style="list-style-type: none"><li><b>Equipment and Services:</b> Equipment or services must be requested in advance and scheduled with the appropriate department by the User. Any fees for services, equipment, labor or supplies shall be the sole responsibility of the User.</li><li><b>Damages:</b> The User and any of its participants shall be responsible for the care of URI Property and equipment. The User and/or the User group will be held financially liable for all damages or loss of equipment that occurs in conjunction with the event, regardless of fault.</li><li><b>Charges:</b> User group will be invoiced at the charge back rate of \$32.00 per hour per man, plus expenses and materials for all work requested. Restoration of property damaged by the event or its participants will be billed to the User at the same rates.</li><li><b>Alcohol Policy:</b> Alcohol consumption on State of RI property is prohibited.</li><li><b>Vehicles:</b> The User and/or its participants shall not be allowed to drive, park or off load on campus lawns or walkways without the express written permission from the Department of Facilities Services and Department of Police and Security.</li><li><b>Trash-Litter-Food Waste:</b> The User group is responsible for the clean up of all trash, litter, food wastes, etc. generated from its event. The User group will be invoiced at the charge back rates for any cleanup services provided by this department.</li><li><b>Promoters Permit and Tax Number:</b> All promoters of events where goods will be sold must obtain a "PROMOTERS PERMIT" from the RI Division of Taxation if there will be more than one (1) Vendor. This permit is good for one (1) year; however, the Promoter must notify the Division of Taxation before each event is run. If there will be only one (1) vendor then the promoter must file that Vendors "TAX NUMBER" with the RI Division of Taxation. Either of these processes must take place at least ten (10) days prior to the event date. Provide this office with a copy of either the PROMOTERS PERMIT or TAX NUMBER prior to this event.</li><li><b>Insurance Requirements For Outside User Groups:</b> A Certificate of Insurance naming "URI, THE BOARD OF GOVERNORS FOR HIGHER EDUCATION, THEIR AGENTS, EMPLOYEES AND THE STATE OF RHODE ISLAND for one million dollars (\$1,000,000.00) is required and a copy delivered prior to the event.</li><li><b>Amplified sound</b> equipment is prohibited during class time hours.</li><li>Refer to the URI Student Handbook for all other policies.</li></ol>		
<b>By Signing Below you acknowledge that you have read and agree to the terms and conditions as stated above.</b>		
		Date:
Sign Here		

Return completed form to: Sheleen Clarke, Assistant Director of Lands & Grounds & Sheri Davis, Coord. of Memorial Union Marketing and Facility Usage

Fax: 874-5718

Fax: 874-9104

Email: [sclarke@uri.edu](mailto:sclarke@uri.edu)

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Lands & Grounds

Sheleen Clarke, Assistant Director

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