THE UNIVERSITY OF ALABAMA OFFICE OF GROUNDS USE PERMITS

APPLICATION FOR USE OF CAMPUS GROUNDS

1. Name of Applicant:_____ Phone No.:_____

Local Address:_____ E-mail:_____

City:_____ State:_____ Zip:_____

2. Representing (Name of UA Org. or Dept.): _____

Office/Position Held in Org./Dept.: _____

UNIVERSITY ACCOUNT NUMBER (FOAPAL): _____

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. 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**

5. **DATE OF USE:**_____ **TIME** — From:_____ To:_____
Generally, The Office of Grounds Use Permits must have at least a 3-5 business day 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:_____

6. **PURPOSE** for which Use of Grounds is being requested?_____
_____
_____

7. Do you request permission to use **SOUND EQUIPMENT**? ☐ **Yes** ☐ **No**
(if **yes**, please describe equipment) _____
_____

8. Do you request permission to display, build, or erect any **STRUCTURES**? ☐ **Yes** ☐ **No**
(if **yes**, please describe them in detail, include sizes) _____
_____
Will structures be **weighted** or **staked**? _____
Who will be **installing** structures?_____

9. 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 **store-bought**, **home cooked,** or **catered**?_____
Caterer: _____

10. Will there be **ALCOHOL** at this event? ☐ **Yes** ☐ **No** **Provider:** _____

11. **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 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: _____

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. For example, a Work Order may need to be submitted if a need for grounds work or similar is requested. If you are a student organization, you will need to register your event with The SOURCE utilizing the Student Event Planning Form.

* Should you have questions, please refer to UA's Grounds Use Permit Website
https://uafacilities.ua.edu/grounds-use-permit/

* Please submit your completed application by using the submit button or email to:
1205 14th Street ● Box 870294 ● Tuscaloosa, AL 35487
groundspermits@ua.edu ● 205-348-6777

Email Form

Office Use Only:

Approved: _____ **Date:** _____ **Confirmation Sent:** _____