

ASA PACKER CAMPUS
EXTERNAL GROUP - OUTSIDE EVENT - REQUEST FORM

The event is not confirmed until all appropriate permits/forms have been filed and approved. A confirmation will be sent from the University Center Reservation Desk. If you have any questions contact our office at 610-758-4163.

Contact Name: _____ Date: _____

Sponsoring Organization: _____ Attendance: _____

Address: _____

Phone Number: _____ Fax: _____ Type of Event: _____

Date of Event(s): _____ Reservation Fee: _____

Beginning Event Time: _____ Ending Event Time: _____

Event Location: (Please circle the location)

- | | | |
|------------------------------|--|---|
| 1. Frantz Plaza (U.C.) | 6. Sacred Grove (W. of Packard) | 11. Asa Drive Island |
| 2. Library Drive (U.C.) | 7. Karakash Plaza (Front of Packard) | 12. Wilbur Fountain Area |
| 3. U.C. Lawn | 8. Maginnes Lawn | 13. *Tamerler Courtyard (R.B.C./Z.A.C.) |
| 4. Leadership Plaza (Alumni) | 9. Butz Plaza (Frchld./Mart) | * ZAC approval needed |
| 5. Alumni West Lot | 10. Sculpture Garden (Snclr./Whit./Nev.) | |

Please read the following information carefully:

- ✓ Sponsoring Organization must fill out the attached Indemnification Form. A Certificate of Insurance must be on file, in our office, listing Lehigh University as additionally insured.

Indemnification received: _____ *Certificate of Insurance:* _____

- ✓ All requestor's must fill out the attached City of Bethlehem ACTIVITY PERMIT. This must be submitted with two weeks notice.

Activity Permit faxed: _____ *Date Approved:* _____

- ✓ If your event requires the use of a tent covering an area exceeding 900 square feet and/or having an occupant load of more than 50, you must first register with the City of Bethlehem. For information please contact the Building and Housing Inspections Office at 865-7091, located in City Hall. You will be required to submit a Certificate of Flammability to the City of Bethlehem and the University Center Reservation Desk. ***"All contractors/vendors engaged to erect tents covering an area exceeding 900 square feet and/or having an occupant load of more than 50, shall provide Lehigh University with a standard ACORD Certificate of Insurance evidencing Commercial General Liability at the minimum limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. "Lehigh University shall be named as an Additional Insured on all liability insurance policies."***

Tent(s) will be used at this event: **YES** **NO**
Certificate of Flammability received: _____

- ✓ If your event requires the use of a tent, you must first obtain a TENT PERMIT through the City of Bethlehem.

- ✓ The sponsoring organization is responsible for all clean up! ***Failure to clean up the area will result in the sponsoring organization paying for any associated charges!***

- ✓ The sponsoring organization will pay all related expenses for tables, chairs, trashcans, staging, and electrical needs. Arrangements will be made with our Facilities Service Office.

Special needs are as follows: _____

(Payment due prior to event) Charges: _____

- ✓ All food must be arranged through the University Dining Services Office at 610-758-4512.

The University Center Reservation Staff is not responsible for non-compliance by the Sponsoring Organization or the attendees. Any additional charges incurred by the sponsoring party will be charged directly against the sponsoring organization.

 Authorized Signature for Sponsoring Organization