

# Hillside Field (6/14)

Event Title: \_\_\_\_\_ Org./Dept Name: \_\_\_\_\_

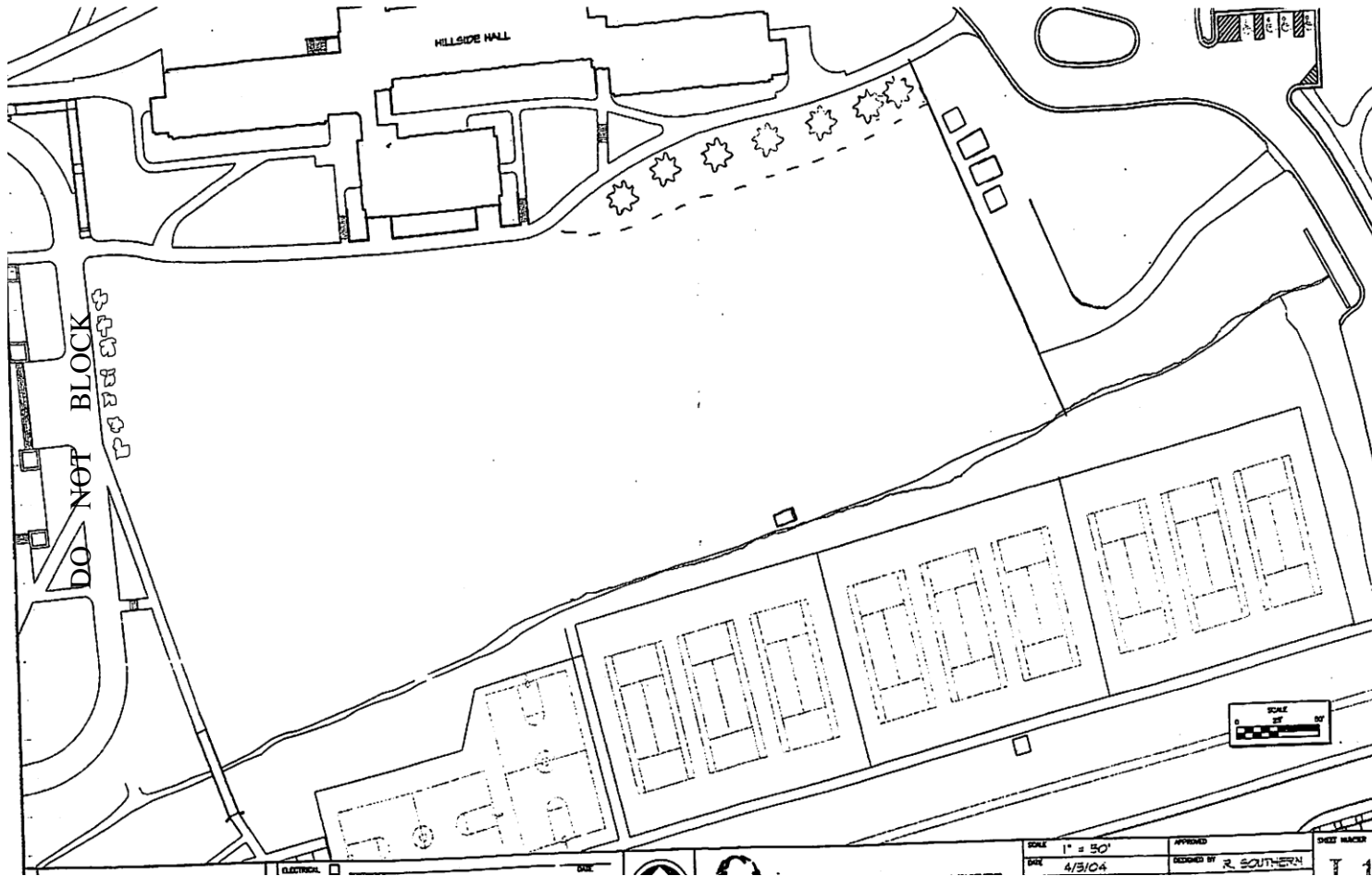
Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm

\_\_\_\_\_ Contacts Phone #: \_\_\_\_\_

Contact Name(s) \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

*The Union Operations Use Only:*

Ref#: \_\_\_\_\_  
 INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MU Set-up Time: \_\_\_\_\_



**Available Equipment Must Be Reserved Separately On Virtual EMS**

- # \_\_\_\_ \* Tables (max 9)
- # \_\_\_\_ \* Chairs (max 20)
- \*SUBJECT TO AVAILABILITY

**NO POWER AVAILABLE**

- \*Field dimensions 166'x487'
- \*Additional equipment needed must be approved and rented by sponsor.
- \*All rented equipment must be pre-approved by Union Operations
- \*Stage rentals require additional approval by Facilities Management. This process requires six weeks.
- \*Tents larger than 10'x10' require additional approval by Facilities Management. This process requires four weeks.

For Event Service Needs call:  
 540-568-5555  
 Email Diagrams: [theunion@jmu.edu](mailto:theunion@jmu.edu)  
 Mail In Diagrams To: MSC 3506