

JMU Event Approval Form

Completion of this form does **not** guarantee room availability or event approval.

Event Title: _____ Event Reservation #: _____

Event Description: _____

****Please provide specific details of your event – this information is required to process your request****

Event Date(s): _____ Attendance: _____ Location: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm Customer Set-up Time: _____ am/pm

****NOTE: This is the actual time of your event and does not include set-up time**** Customer setup time must be scheduled ahead of time in EMS

CONTACT INFORMATION

Organization / Department Name: _____

Contact/Student Evt Planner Name: _____ Contact/Student Evt Planner Phone #: _____

Onsite Contact: _____ Onsite Contact Phone #: _____

If different from above

PAPERWORK DUE (With All Approvals) to the appropriate scheduling office at least **2 weeks** prior to the event. If approval is required by Public Safety (see back of form), a meeting should be scheduled at least **4 weeks** prior to the event date.

SECTION 1 – FOOD APPROVAL (Must Choose One)

ARAMARK Corp. maintains the exclusive right to provide food services on JMU property.

- Food will not be offered at the event**
- Catered Food** - provided by JMU Special Event Catering, JMU Dining Services, 568-6637, no signature required
Check applicable Meal/Reception Light Snacks
- Non-catered food** – signature required, see below
Check applicable Meal/Reception Light Snacks Food Sales – see fundraising

**** Food Details Required**

Approval of JMU Dining Services (Angie Steele, steeleaw@jmu.edu, 568-5150, D-Hall 3023. You may scan this form and email it to Angie for a signature. **You must complete the Food Details Required line above.**)

Dining Approval Signature: _____ Date: _____

SECTION 2 – EVENT INFORMATION (Complete ALL that apply)

- Dance/Concert** - Band/DJ must provide own equipment. (Requires Public Safety Approval – see Section 3)
- Film** - See the film policy at <http://www.jmu.edu/eventmanagement>. Attendance-specific safety approval may be necessary.
- Fundraising** *check applicable:*
The Treasurer of any Student Organization is required to complete online Cash Handling certification training at the beginning of the Academic year or before the Organization's first event. The Cash Handling Training videos can be found here: <https://info.jmu.edu/cashhandling>. Has your Organization completed the Cash Handling Training? Yes No
- Approved Vendor Sales** A list of approved vendors can be found at <https://www.jmu.edu/eventmanagement>
Vendor Name: _____
- Charitable Donations** Name of charity receiving donations: _____
- Food sales** **Must have non-catered food approval (see Section 1)**
Scheduling Authority/Building Coordinator for academic buildings
Signature: _____ Date: _____
- Giveaways or Merchandise Sales:** Any merchandise being given away or sold by your Organization, especially if the imprinted merchandise uses the JMU logo, image, or name must be approved (process takes 7-10 days).
- Merchandise Approval Form (<https://cglink.me/2hS/s61116>) must be **submitted to Student Life/Org Development**
- Other Sales** Registration Fees Tickets (Raffles are prohibited)
Description of sales _____
- Outdoor space approval required for the following areas:**
 - Residence Life (Village Area Sidewalk, Basketball Court, Eagle Courtyard) – 540-568-3501
- Overnight Events** (must have been previously approved by the appropriate Union or Festival scheduling staff)
Describe event: _____
All overnight events require Student Life & Campus Police approval (see Section 3)
Student Life Coordinator Approval Signature: _____

Walk/Run Event – Planning should begin a **minimum of 6 WEEKS** prior to event and all approvals are required **4 WEEKS prior to event**. (Event must be discussed with a Festival or URec staff member depending on where the Walk/Run takes place.) Must use approved route. Describe walk/run event _____

SECTION 3 – JMU POLICE DEPARTMENT APPROVAL

A meeting is **required** with JMU PD to discuss event specifics and obtain approval signatures. This meeting must take place at least **4 weeks** prior to the event. Please email PD.SpecialEvents@jmu.edu to set up a meeting with Lt. John Campbell. Requests that do not fall into this time period may not be able to be accommodated.

Approval Signature from JMU PD required for the following:

- Dance/Concert/Social/DJ
- Events beyond facility building hours/Overnight Events
- Large Events (attendance of 250 or more)
- When required by the scheduling authority based on the type of event

Officers required at the event: #_____ Cost estimate of personnel required \$_____

Billing address of Student Organization to be billed: _____

Approval signature: _____ Date: _____

SECTION 4 – FACILITIES MANAGEMENT APPROVAL

Planning events using any of the following should begin a **minimum of 6 weeks** prior to the event. Requests that do not fall into this time period may not be able to be accommodated.

Approval Signature from Facilities Management required for the following:

- Fencing** requires digging permit approval
- Inflatables** require permit approval (\$200 per inflatable)
- Stage** requires stage permit approval
- Tent(s)** requires both tent and digging permit approval (tents larger than 30’ x 30’ will incur an approval charge)

Facilities Management Approval signature: _____ Date: _____

SECTION 5 – CONTRACTUAL AGREEMENTS

If you have been presented with a legal contract between your student organization with an off-campus bank account and an off-campus entity (i.e. speaker, performer, dog kennels, etc), a student from your organization should be the signatory. If your student organization is entering into a legal contract with an off-campus entity and your funding is coming from a university account – **DO NOT SIGN!** Any contract for which payment comes from a university account must be signed by a designated University official.

Contact Jen Grossman Leopard, grossmjb@jmu.edu, to have a contract appointment scheduled with a Student Life staff member. Please allow for 30 days, so please plan accordingly.

Designated University Official Signature: _____ Date: _____

SECTION 6 – YOUR ENDORSEMENT

I certify that I am an authorized representative of the sponsoring organization/department and that I am familiar with the University policies relating to this event. I acknowledge that my organization/department will be responsible for adhering to these policies and for any damage to University property.

Event Planner’s Signature: _____ Date _____

(Student Organizations: I certify that I have discussed all aspects of this event with my student organization advisor.)

Please return form to the appropriate scheduling office:

Union Scheduling, MSC 3506, The Union 245	Phone: 540-568-6330	Email: event-planning@jmu.edu
Festival Conference & Student Center, MSC 4201, Festival 1130	Phone: 540-568-1716	Email: festivalscheduling@jmu.edu
Event Management, MSC 3507, The Union 102	Phone: 540-568-7901	Email: event-management@jmu.edu

Reserving Office Approval: _____ Date: _____