

# 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](mailto: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 JMU Police Approval – see Section 3)
- Film** - See the film policy at <https://www.jmu.edu/eventmanagement>. Attendance-specific safety approval may be necessary.
- Fundraising** *check applicable:*
  - 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 [campbejc@jmu.edu](mailto:campbejc@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 can be the signatory. If you would like someone from Student Life, to review the contract, please follow the instructions below. If your student organization is a Front-End Budgeting (FEB) organization 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 Meredith Bauer, [mullenmh@jmu.edu](mailto:mullenmh@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  
Festival Conference & Student Center, MSC 4201, Festival 1130  
Event Management, MSC 3507, The Union 245

Phone: 540-568-6330 Email: [unionscheduling@jmu.edu](mailto:unionscheduling@jmu.edu)  
Phone: 540-568-1716 Email: [festivalscheduling@jmu.edu](mailto:festivalscheduling@jmu.edu)  
Phone: 540-568-7901 Email: [event-management@jmu.edu](mailto:event-management@jmu.edu)

Reserving Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_