

JMU Event Approval Form

Outdoor Addendum

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

Event Reference #:	Org./Dept. Name:	
Event Date:	Start Time:	End Time:
Title of Event:	Location:	Attendance:
Requestor/On-site Contact:	Email/Phone:	

Event Description: _____

SOUND POLICY:

Amplified sound is only allowed as follows except for approved major university events

Approved Locations: Athletic fields, Festival Amphitheatre and Lawn, Hillside Field, TDU Patio, Warner Commons

Times: Monday – Friday 8am-10 pm; Saturday – Sunday 12-10pm

Exception for Warner Commons: Monday – Thursday 12-1pm, 5-6pm; Friday 12-1pm, 5-10pm

Events requiring the following approval(s) from Facilities Management – Paperwork is due to the appropriate Scheduling Office at least **4 WEEKS** prior to the event date. Planning for these events 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.

- Fencing** requires digging permit approval. *A diagram showing specific location must be attached to this form.*
- Stage** requires stage permit approval. *A diagram showing specific location must be attached to this form.*
 Stage size _____
- Tent(s)** requires both tent and digging permit approval. *A diagram showing specific location must be attached to this form.*
 Tent size _____ Tent(s) larger than 30' x 30' will incur an approval charge
- Work Orders for additional needs** – *A diagram showing specific location must be attached to this form.*

Requestor's Signature _____ **Date** _____
 (Student Organizations: I certify by signing above that I have discussed all aspects of this event with my student organization advisor.)

Reserving Office _____ **Date** _____

Cc: Facilities Management	MSC 7002	Fax: 540-568-3168
Festival Scheduling	MSC 4201	Fax: 540-568-2599
The Union Scheduling	MSC 3506	Email: event-planning@jmu.edu