

Hillside Field

Event Services: (540) 568-5555 | Scheduling: (540) 568-6330 | Email: theunion@jmu.edu | MSC 3506

Once completed: Save pdf as "reservation# - name of event"

EVENT INFORMATION

Event Title: _____

Event Date(s): _____ Reservation #: _____

Event Start Time: _____ a.m. p.m. Event End Time: _____ a.m. p.m.

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

CONTACT INFORMATION

Org./Dept. Name: _____

Contact/SEP Name: _____ Contact/SEP Phone #: _____

Onsite Contact: _____ Onsite Contact Phone #: _____
If different from above

EVENT DETAILS

****Please dial 540-820-6330 when you commence setting up your event and our team will promptly deliver the tables and chairs to the sideway near Hillside Hall.****

Create Your Own: Please indicate on the diagram where you would like your equipment placed.

_____ Tables (max 9) _____ Chairs (max 20)

- Additional equipment used must be PRE-approved by The Union Event Services and rented by sponsor.
- Stage rentals require additional approval by Facilities Management. This process requires six weeks.
- Tents larger than 10' X 10' require additional approval by Facilities Management. This process requires four weeks
- Stages and Tents over 10' X 10' may require permits and/or inspection which will be billed to the customer

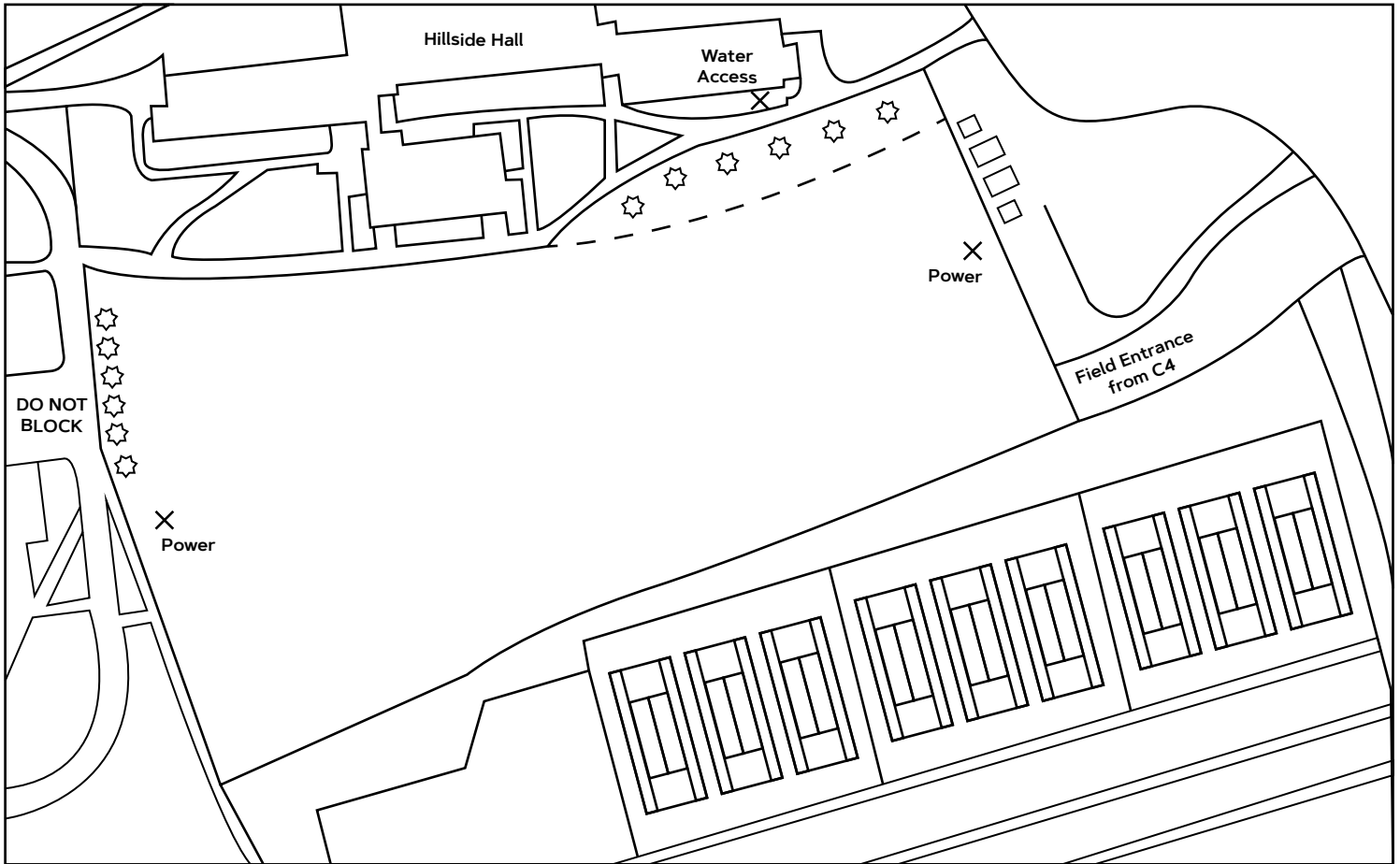
Additional notes for event details:

- Event will have a non-JMU affiliated, contracted speaker/ performer

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DIAGRAMS

Please indicate on the diagram where you would like your equipment placed.



Water access is available, but groups must provide equipment to transport water.

Field Dimensions: 166'ft X 487'ft

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Additional notes for selected diagram:

Please reach out to theunion@jmu.edu for any additional questions or potential requests.