HOUSING AND RESIDENCE LIFE
QUAD OUTDOOR FACILITIES SPACES RESERVATION REQUEST FORM

Rationale: A residential community's purpose is to create and maintain a student-centered living environment. The outdoor area of the Roseanne Runte Quad is considered the backyard or front yard for residential students. As a result, Housing and Residence Life has a responsibility to provide privacy and security for students who live on campus.

Statement: Outdoor spaces are major open spaces surrounding the outside of University buildings and are available for holding various types of events. The outdoor spaces surrounding the residence halls in the Quad are included in this process.

Guidelines for reserving space:

- Facilitate a secure environment;
- Support residential community events;
- Develop a consistent reservation process overall and to support the planning of events;
- Serve as a benefit to the students who reside on campus;
- Preserve facilities for stakeholders; and
- Support the developmental and educational goals of the residential program.

Outdoor facility spaces consist of the **Roseanne Runte Quad**, and the **Dominion House backyard**. These facilities are available for scheduling at the following times:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday and Saturday	8:00 a.m. – 12:00 midnight
Sunday	10:00 a.m. – 10:00 p.m.

Exceptions to these times will be considered on an individual basis.

Facilities are NOT available for programming from the first day of finals through the last day of finals, both fall and spring semesters.

The following policies and procedures will govern the Quad Outdoor Facilities Spaces:

1. Written Quad Outdoor Facilities Space Reservation Form should be submitted to the Housing and Residence Life Outdoor Reservation Staff Member, Zowie Lucas, no less than ten (10) days prior to the scheduled event. All forms must designate the area requested.

2. Requests for catering arrangements should be made with Dining Services.

3. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of anticipated participants, and the food/beverages to be served. The organization and organizational representative signing the *QUAD OUTDOOR FACILITIES SPACES RESERVATION REQUEST FORM* will be responsible for working with Student Activities and Leadership to secure these services, and will be responsible for payment in full of all security costs.

4. The request for set-up and break-down of tables and chairs and trash removal requiring overtime by Physical Plant personnel will be charged to the organization budget code requesting the service.

5. All *QUAD OUTDOOR FACILITIES SPACES RESERVATION REQUEST FORMS* must have the appropriate signatures, as noted on the Student Organization Spokesperson List.

6. Housing and Residence Life consults with Campus Recreation in scheduling events in the *QUAD OUTDOOR FACILITIES SPACE,* as needed.

7. Special restrictions apply to all approved events:
    a. Sound amplification is normally restricted to Activity Hour (12:30 p.m. to 1:30 p.m. on Tuesdays and Thursdays) or after 4 p.m. on Fridays.
    b. No loud music outside after 11 p.m. (Norfolk Ordinance).
    c. Entrances to the Recreation Center or the front doors of Scotland House, England House, France House, Virginia House or Ireland House may not be blocked.

8. The outdoor facilities space will not be assigned without a signed confirmation form. Do not assume the reservation is confirmed until a copy of the signed confirmation form is received by organization representative.

9. Users of outdoor spaces are required to collect all trash and litter and place it in plastic bags or litter cans. The space should be left litter-free. The organization using the outdoor space will be required to pay clean-up charges to Physical Plant if the area is not left in the condition it was prior to the event.

10. Fundraiser events must have approval from the Director of Student Activities and Leadership or his/her designee no later than 48 hours prior to the event.

11. Housing and Residence Life reserves the right to determine which outdoor space is appropriate for an event and may deny a request for a specific outdoor space on the basis of suitability. Housing and Residence Life reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. The organization's representative will be contacted by phone if changes are made.

12. Housing and Residence Life annual events and annual University events are those programs essential to the functioning of either the residential communities, the University, or events that are official traditions at the University. These events have reservation preference.

13. Due to high demand for outdoor space, it is requested that cancellations be made at least 72 hours in advance of the event. This can be done by calling 757-683-4283, followed by written notification to the Housing and Residence Life's email address: housing@odu.edu.

14. The Housing and Residence Life Office reserves the right to cancel an approved Outdoor Reservation Request due to unforeseen circumstances (weather conditions, emergency maintenance, or other uncontrollable event). The Office of Housing and Residence Life will notify the organization's representative by phone if event is cancelled.

15. All outdoor spaces scheduled by Housing and Residence Life are subject to general policies for use of space as provided in the *Housing and Residence Life Policies and Procedures Handbook*, and the "*Guidelines for Use of University Facilities by Students and Student Organizations*," as well as all policies of Old Dominion University.

16. Housing and Residence Life reserves the right to change these guidelines at any time. Groups that fail to comply with these guidelines may be subject to loss of space and privilege of reservations and charges.

HOUSING AND RESIDENCE LIFE
4603 Elkhorn Avenue, Virginia House, Suite 1208
Phone: 757-683-4283
Email: housing@odu.edu

HOUSING AND RESIDENCE LIFE
QUAD OUTDOOR FACILITIES SPACES RESERVATION REQUEST FORM

ORGANIZATION REPRESENTATIVE:	**ORGANIZATION/DEPARTMENT:**
REPRESENTATIVE'S EMAIL ADDRESS:	**CONTACT NUMBER *(REPRESENTATIVE)*:**
CAMPUS ADDRESS:	**UIN:**
FACULTY/STAFF ADVISOR (required):	**CONTACT NUMBER (*FACULTY/STAFF ADVISOR*):**
CO-SPONSOR (IF ANY):	**WILL POWER BE NEEDED FOR THIS EVENT?**
DATE AND TIME OF EVENT:	**ANTICIPATED ATTENDANCE:**
TIME EVENT SCHEDULED TO START:	**TIME EVENT SCHEDULED TO END:**

AREA REQUESTED TO BE RESERVED (*this event may be subject to utilizing security staff*):

- ❑ Roseanne Runte Quad
- ❑ Virginia House Backyard
- ❑ France House Backyard
- ❑ Ireland House Backyard
- ❑ Dominion House Backyard
- ❑ England House Backyard
- ❑ Scotland House Backyard

CHECK ALL THAT APPLY FOR YOUR EVENT:

- ❑ FOOD AND DRINK
- ❑ MEETING
- ❑ INFORMATION SESSION
- ❑ OUTDOOR MOVIE
- ❑ SOCIAL GROUP ENVIRONMENT
- ❑ AMPLIFIED MUSIC OR AMPLIFIED SOUND
- ❑ WORKSHOP
- ❑ OUTDOOR ATHLETIC EVENT

(Need sports equipment? Email recsprts@odu.edu)

PURPOSE AND DESCRIPTION OF YOUR EVENT (INCLUDE TITLE OF EVENT):

The use of this space is subject to the conditions and restrictions listed and reviewed on the previous page, as well as all University Policies and Procedures. I understand I must return the space to its original set up (clean up and remove all bulk trash and remove group/personal belongings). I agree to comply with any request made by residence hall staff regarding my event. Any negligence or failure to comply with all policies will result in additional charges to the individual and/or organization for housekeeping/labor costs and/or the loss of future use of community space and/or disciplinary action. Note: This is only a request, not a confirmation. All requests require a three (3) day processing time frame.

SIGNATURE OF ORGANIZATION REPRESENTATIVE:	**DATE:**
SIGNATURE OF ADVISOR:	**DATE:**

OFFICE USE ONLY

❑ APPROVED ❑ NOT APPROVED	**HRL STAFF SIGNATURE:** **RECREATION CENTER STAFF SIGNATURE:** **OSAL STAFF SIGNATURE:**
HOLD/CONFIRMATION: Please contact the individual requesting the reservation within one week of receipt. Please indicate method of contact and date of contact. ❑ Email Date: ❑ Message Date: ❑ Meeting Date:	**Approved with the following conditions:**
Post-Event Comments:	**HRL STAFF SIGNATURE:**