

**REQUEST FOR USE OF
UNIVERSITY OF PITTSBURGH
CATHEDRAL OF LEARNING LAWN**

Please provide the following information and return this form to M-4 William Pitt Union Reservations Office. An approved copy will be returned to the Requestor and must be in the Requestor's possession during the event on the Cathedral Lawn. If you have any questions, please call 412-624-4247.

RESERVATION FORMS MUST BE RECEIVED AT LEAST FOUR WEEKS PRIOR TO THE DATE REQUESTED

Date of Request:		School or Department:	
Name of Requestor:			
Requestor's Address:		Telephone Number: FAX Number: E-mail Address:	
Date of Event:	Time of Event:	Estimated Attendance:	
Nature of Event: Picnic Athletic Other:		Purpose of Event:	
University Sponsoring Group or Organization:			
Will Music or Live Entertainment be Part of the Program? (including portable radios): <input type="checkbox"/> Yes <input type="checkbox"/> No		Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Artist/Speaker/Group:			
Topic/Title:			
Event Open To: <input type="checkbox"/> University Students <input type="checkbox"/> Faculty <input type="checkbox"/> Other (Specify): <input type="checkbox"/> Non-University Groups <input type="checkbox"/> Alumni <input type="checkbox"/> University Administration <input type="checkbox"/> News Media			
ARRANGEMENTS NEEDED – INITIATE CONTRACTS WITH ANY OF THE FOLLOWING IF NEEDED FOR YOUR EVENT. PLEASE VISIT THE EVENT SITE TO DETERMINE NEEDS.			
<input type="checkbox"/> Furniture, tables and chairs – Facilities Mgmt. (624-8809)		<input type="checkbox"/> Audio/Visual Equipment (648-7240)	
<input type="checkbox"/> Will utilize AS IS		<input type="checkbox"/> Security Services (624-4043 or 624-2121)	
<input type="checkbox"/> Food & Beverage Service (648-2302)		<input type="checkbox"/> Electrical - Facilities Mgmt. (624-8809)	
<input type="checkbox"/> Tent Set-up (Permit Required)		<input type="checkbox"/> Trash Removal - Facilities Mgmt. (624-8809)	
In Emergency, Contact Area Involved (See Above for Phone Numbers)			
NOTE: For authorized use of property, the University will require reimbursement for any additional maintenance and security costs, and/or any damages incident to the additional use.			
Name of Faculty or Administrative Sponsor: (Please Print)		Department: E-mail Address:	
Signature of Faculty or Administrative Sponsor:		Campus Address: Campus Telephone:	
Name of SENIOR OFFICER who will assume responsibility for charges in case of default: (Please Print)		Department: E-mail Address:	
Signature of SENIOR OFFICER:		Departmental Account Number: Campus Telephone:	
Request Is: <input type="checkbox"/> Approved			
Signature: (Executive Vice Chancellor)			

NOTE: Acceptance of this Request DOES NOT constitute approval.

(Over)

Approved Copy: Requestor
Facilities Management Senior Manager
Facilities Management Special Events Coordinator
Campus Chief of Police
Heinz Chapel Director

