



OUTDOOR SPACE REQUISITION FORM

Holmes Student Center – Huskies Den

815-753-1491

Fax: 815-753-0577

criddle@niu.edu

- Requests must be made at least **3 weeks for Outdoor Space** prior to the date of use and will only be accepted for the **current semester**.
- Only Student Association recognized student organizations, in good standing, and university departments can reserve space on campus. Space may not be used to “front” outside commercial vendors.
- **Outdoor:** Space can be reserved for the **current semester** during the period of **March 1 through October 31**. Please make sure to list your **AR Number**, which can be found on your Huskie Link under the “About” tab.

Organization			
Applicant's Name		Applicant's Phone	
Organization's Cost Center or Account Number		Applicant's Z ID	
Date(s) Requested			
Start Time		End Time	
		Outdoor Space Request (4/1-10/31 only) circle preference below	
		MLK Commons East Lagoon West Lagoon Central Park Oderkirk Property	
Purpose (promotional, bake sale, rally, BBQ, fire pit, meeting, speaker, etc.)			
Number of Guests (that you anticipate attending)			
Outdoor Space Services (circle needs; account number is required; fees apply)		1 Table & 2 Chairs* Trash Cans Electricity Event Production Services *pick up from the Holmes Student Center	

PLEASE NOTE: This is only a request and not a contract for your space.

If your request is approved, a contract will be emailed to you. Please review, sign, and return the contract to our office.

Cancellations should be made at least 2 business days prior to the event to avoid charges for services.

Applicant's Signature

Date

Applicant's email (Z ID or Outlook)

Advisor's Signature

Date