SORC TENT RESERVATION FORM

Name of Student Organization or Campus Department: ____________________________________________

Contact Person: ____________________________________________ Date of Event: ______________________

E# ___________________ Phone # ___________________ Email: ____________________________

Name of event, program, or topic for which tent is needed: ____________________________________________

Where will the tent be used? _________________________________________________________________

Please indicate with a ✓ what the tent will be used for:

☐ Educational Display
☐ Interactive Booth
☐ Fundraising Event
☐ Campus-Wide Event
☐ Other, please explain: _________________________________________________________________

The reservation of SORC tents is permissible within the following guidelines:

✓ Tents must be returned in the same condition that they were reserved, in the proper case, undamaged & properly stored.

✓ Tent must be returned by the next business day following the event.

✓ Damage to the tent and/or failure to return the tent by the specified date will result in the organization President and Contact Person listed above being encumbered with the University for the total cost of repair or replacement.

✓ On-Campus events and locations must be reserved in advance through the University Center before a tent can be reserved. Please attach a copy of your approved reservation for the space in which you will be using the tent (if on-campus).

✓ Events involving food must follow the University’s & the Campus Dining Services’ guidelines.

✓ I understand that failure to abide by these policies will result in my group being denied use of these services in future semesters.

For Office Use Only

Date Received__________________________ Registered organization _____yes_____no
Week approved__________________________ Initialed By____________________
Space reserved with Culp Center? _____yes_____no Will Aramark be used? _____yes_____no