

FIELD/OUTSIDE AREA RESERVATION REQUEST

ALL STUDENT SOCIAL EVENTS (ALCOHOLIC & NON ALCOHOLIC) **MUST** FIRST BE REGISTERED WITH THE OFFICE OF RESIDENCE LIFE & HOUSING, ROOM 101.

Title of Event _____ Date _____

Event Start Time _____ am/pm Event End Time _____ am/pm

Area Requested* (refer to attached map) _____

Expected Attendance _____

Description of Event _____

Type of Entertainment _____

Will Food be Served? Yes ___ No ___ Alcohol? Yes ___ No ___

Responsible Organization/Department _____

Account # _____

Individual Requesting _____

Phone # _____ E-Mail _____

Mailing Address _____

OFFICE USE: Approval/Date _____

MUSIC – NO music (including sound checks) may begin before 5pm Monday-Friday.

WORK ORDERS – If you need any special assistance with your event (trash cans, electrical power, etc.), a work order must be submitted to Facilities & Campus Services once you receive your reservation confirmation. Please go to this website to access the internal event request form – www.wfu.edu/facilities/InternalEventRequestForm.pdf If you will be using Manchester Plaza or Reynolda Patio, **DO NOT** attempt to move the furniture or large flower pots yourself. You must submit a work order for this. Need a stage? A suggested vendor is Hauser Rental, 760-5500.

SECURITY - Depending on the size of your event, you may be required to have security. Check with the Office of Residence Life & Housing if you have any questions. **ALL** alcohol events in Reynolda Meadow require a minimum of 3 University Police and reservation must be submitted 10 days prior to event date.

OTHER :*Reynolda Patio, Manchester Plaza, and Reynolda Main Lounge (Greenroom) are linked. If one is reserved, the other two may not be used at the same time.

FEES – You may be subject to a fee of \$500 for landscape repair upon evaluation by the Director of Landscaping Svcs.

REYNOLDA MEADOW HOURS OF OPERATION

April (daylight savings time) through September 30 9am-9pm

October 1 – April (daylight savings time) 9am-6pm

Meadow is closed after dark for safety reasons & to comply with policy governing paths & house properties.

Submit all requests to the Benson Center Admin. Office (room 335) via hard copy or on-line.

(www.wfu.edu/benson)

FIELD/OUTSIDE AREA REGULATIONS

Keep This Page for Reference!!

Registration

All student social events, alcoholic and non-alcoholic, must be registered with the Office of Residence Life & Housing, Room 101 Benson.

Music

NO music (including sound checks) before 5pm, Monday-Friday.

Work Orders

If you need any special assistance with your event (trash cans, electrical power, sand, etc.), a work order must be submitted to Facilities & Campus Services once you receive your reservation confirmation. Please go to this website to access the Internal Event Request Form – www.wfu.edu/facilities/InternalEventRequestForm.pdf If you will be using Manchester Plaza or Reynolda Patio, do not attempt to move the furniture or large flower pots yourself. You must also submit a work order for this. If you need a stage on other field areas (there is a concrete stage area on Manchester Plaza), a suggested vendor is Hauser Rental, 760-5500.

Security

Depending on the size of your event, you may be required to have security during that time. Check with the Office of Residence Life & Housing if you have any questions. Check Reynolda Meadow section for specific requirements.

Reynolda Meadow Hours of Operations

April (beginning of daylight savings time) through Sept. 30	9am-9pm
October 1 through April (daylight savings time)	9am-6pm

The Meadow is closed after dark for safety reasons and to comply with the policy governing the Reynolda paths and house properties.

The Meadow may be reserved for both alcohol and non-alcohol functions, however, alcohol functions require a 10-day reservation deadline, since at least 3 University Police must be hired for this area.

Recycling

Please recycle ALL items to keep our campus beautiful.

RESERVABLE AREAS:

Reynolda Hall Patio

Manchester Plaza/Stage Area

Benson University Center Front Terrace

Davis Field

Wingate Picnic Area

Reynolda Village Meadow

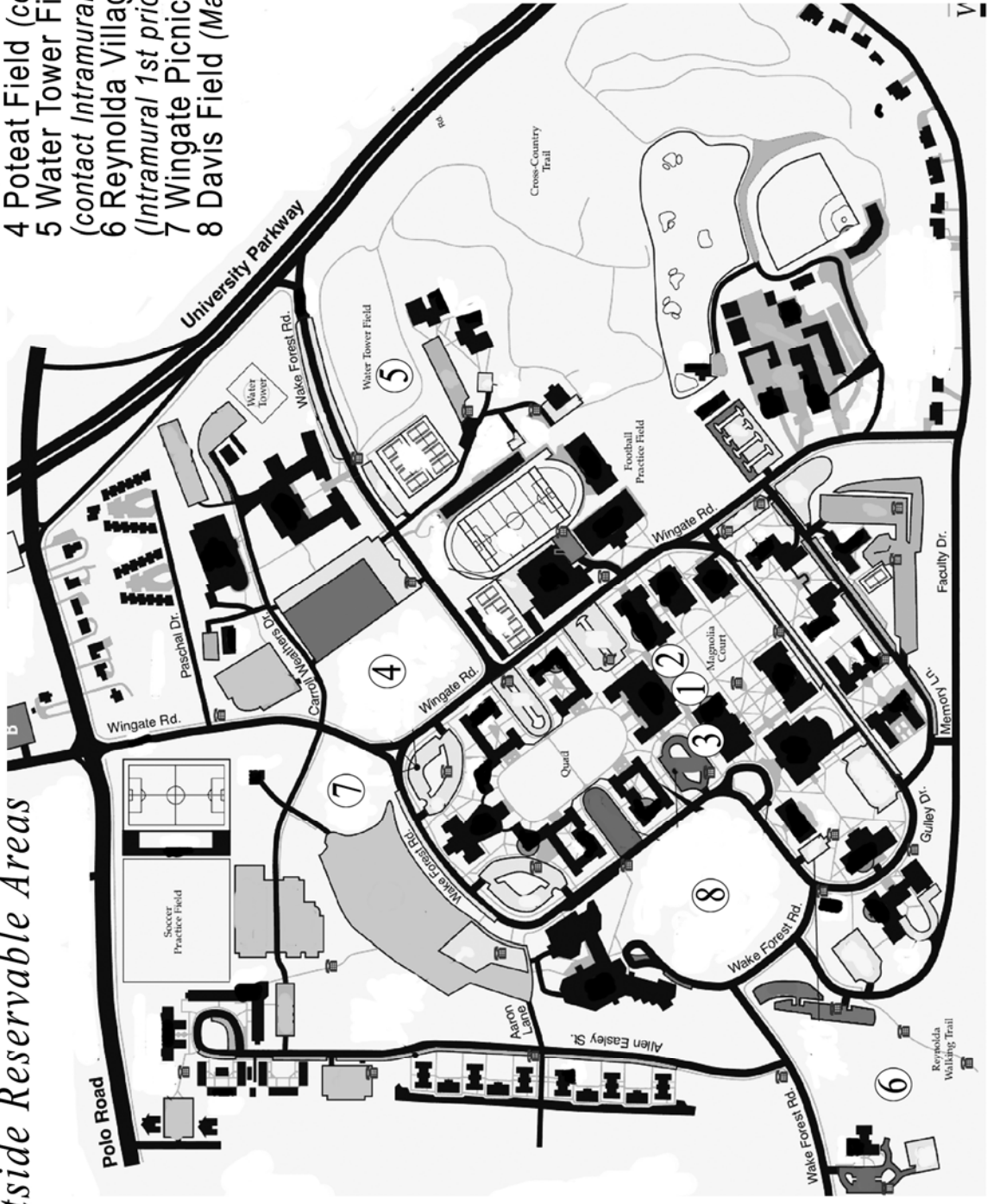
Poteat Field (through Intramural Office)

Water Tower Field (through Intramural Office)

Wake Forest University

Outside Reservable Areas

- 1 Reynolda Hall Patio**
- 2 Manchester Plaza Stage**
- 3 Benson Center Front Terrace
- 4 Potat Field (contact Intramural Office)
- 5 Water Tower Field (contact Intramural Office)
- 6 Reynolda Village Meadow (Intramural 1st priority)
- 7 Wingate Picnic Area (Intramural 1st priority)
- 8 Davis Field (Marching Band 1st priority)



All areas are reserved through the Benson University Center Administrative Office (Room 335) unless otherwise noted.

**No music (including sound checks) before 5 PM.