

HURT PARK REQUEST FORM



Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

Your reservation is not final until you have received an Event Status Sheet via email. Incomplete reservations will not be processed.

Contact Information

Name of Contact	Phone Number	Email Address
Advisor's Name	Advisor's Phone Number	Advisor's Email Address
Sponsoring Organization/Department	Campus Mailing Address	

Event Specifics

Event Name	Event Date	Estimated Attendance
<input type="checkbox"/> Small Gathering (Less than 75 attendees; 5 business days) <input type="checkbox"/> Large Gathering (75 or more attendees; 30 calendar days)		
Early Access Time: _____	Event Start Time: _____	Event End Time: _____

Brief Event Description _____

- Yes No Are you providing food?
If yes, please indicate source: 1) Georgia State University Panther Catering; 2) Outside Licensed Caterer (must submit separate form); 3) Other (please explain): _____
- Yes No Is this event co-sponsored with a Georgia State University entity?
If yes, with whom? _____
- Yes No Is this event cosponsored with a non-Georgia State University entity? (If so, approval requires a separate process.)
- Yes No Will admission, registration, or any fees be charged to participants; or will fundraising take place at this event?
If yes, please explain: _____
- Yes No Will you need a street or lane closure for your event?
If yes, please see reverse page for additional information.

Note: Reservation requests are based on the setup information provided. Significant changes to setup requirements after confirmation may jeopardize the status of the reservation. The reservations office may be unable to accommodate late changes. Facility policies and procedures are provided on the back of this sheet. Setup may need to be adjusted to accommodate A.V. needs.

Equipment Options

Please indicate the quantity of each piece of equipment needed. Charges may apply.

Set Up:

- _____ Chairs
- _____ Rectangular Table (6 ft)
- _____ Round Table (72 in.)
- _____ Access to electrical outlet
- _____ Diagram attached

NOTE: Please use chart to avoid LATE FEES!

If your event is on:	Request/Changes should be in by preceding:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday
Saturday	Tuesday
Sunday	Tuesday

Space arrangements for major events will not be confirmed until all plans have been reviewed and all necessary arrangements have been made.

HURT PARK REQUEST FORM CONTINUED ON BACK

For Office Use Only: Approved / Not Available / Not

Notes	Staff	Date	Confirmation Number
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Reservation Guidelines

Requests

- Requests will be processed through the Student Center Event Management office. The Student Center Event Management office will initiate communications with on-campus departments who will be supporting the event (i.e. Georgia State University Police, Facilities Management, Grounds).
- Please request setup and equipment needs on the initial reservation request form. Changes, additions, and deletions should be recorded on the Reservation Change Form and handed in to the Student Center Event Management office at least 5 full business days in advance of the program. Late requests will be charged \$10 and equipment fees will fall under the late request column in the policy manual.
- The Student Center Event Management staff will attempt to accommodate your space preference request; however, space assignments will be based on the appropriateness of the requested space for the event?
- Reservations may be cancelled by emailing scevents@gsu.edu at least 5 full business days in advance. Reservations cancelled less than 5 full business days in advance will be responsible for all equipment and rental fees.
- Reservations are not confirmed until a written Request Status Report is issued by the Student Center Event Management office. Do not announce or publicize any event until written confirmation is received.

Logistics

- Hurt Park may NOT be fenced in for events.
- No open flames or solid fuel cooking can be part of the event (i.e. torches, candles, sterno, grills, stove tops, barbeques, smokers, briquettes, wood or charcoal). No alcohol is permitted in Hurt Park.
- No fireworks or exhibits with compressed gasses, with flames or with ovens, such as glass blowing are allowed.
- Tents less than 100 square feet (10' x 10') with a minimum of 12 feet between tents are PERMITTED.
- No temporary structures may be erected in the park (stages, platforms, bleachers, etc.). Temporary structures must be approved through the City of Atlanta permitting process (seperate application).
- Generators must be approved by the City of Atlanta prior to event (separate application).
- Hurt Park operating hours are 7 a.m. – 11 p.m. throughout the week.
- Amplified sound is allowed in Hurt Park from Noon – 1:30 p.m. and from 6 – 11 p.m. on weekdays, with a maximum decibel level of 105 at music source. On weekends and federally recognized holidays, amplified sound is allowed during the Hurt Park's operating hours.
- The Georgia State University Commercial Solicitation Policy is not applicable to Hurt Park; however, vendors must submit applications through the City of Atlanta to be allowed in the Park.
- For large events, a security and coordination meeting is REQUIRED before the event (minimum of 10 business days prior to the event).
- Signs of 36" x 36" or less may be used for temporary signage during the reservation beginning and ending times. Material does not need to be flame-retardant and signage must be at least 6 feet from any electrical or heating source.
- Any music played in this space must be of the edited version (no profanity or inappropriate language). Failure to comply to this policy may result in cancellation of event and /or shut down of power source for the sound equipment.
- Restrooms are available in the Student Center (East and West), Dahlberg Hall and Sparks Hall, and may only be used during University business hours for events.
- If you wish to have a street closed off for your event, please email the Special Events Coordinator at pscott7@gsu.edu. All street closure permits are processed through the Georgia State University Police Department. A permit request **must be submitted** 30 business days prior to the event.

I have read the Student Center Policy and Procedure Reference Guide and agree to comply with all provisions. I am responsible for all charges and equipment unless I have submitted a "change" or "cancellation" form at least 5 full business days prior to my event. Changes or cancellations less than 5 full business days prior to the event incur a fee.

Client Signature _____ Date _____ Speed Type _____
Required for university funded orgs/depts.

Advisor Signature _____ Date _____
Required for student organizations