



MEETINGS AND CONFERENCES

OUTDOOR REQUEST FORM

VENUES AND EVENTS

Meetings and Conferences Office
750 S. Halsted St. Chicago, IL 60607
(312) 965-1708 uicmeetings@uic.edu

Organization

Contact Name

Title

Phone Number

E-mail

Event Date

Event Time

(Start/End)

Estimated Attendance

Event Name

C-FOAP

Department

Indicate Which Space You Are Requesting

East Campus

The Quad/LC Plaza

University Lawn - East

University Lawn - South

ComEd Green Space

Harrison Field

Chicago Circle Memorial Grove

West Campus

The Quad/Arthington Mall

SFC Courtyard

MBRB West Lawn

Atkins Garden

College of Medicine Courtyard

Will There Be Non-UIC Attendees?

Yes No

Will you be serving food?

If yes, a Temporary Food Permit Application must be filled out.

Yes No

Work Order Requests (Optional)

Enter Quantity Below. Final Costs Will Vary Based on Event Time & Set Up Requirements

- Chairs (\$1.00 per chair)
- Tables - 6ft Rectangular Only (\$2.00 per table)
- Movers - Transport/Set Up (\$46.60 per hour)
- Carpenter - Unique Set Up (\$87.87 per hour)
- Electrician - Generator Set Up (\$88.57 per hour)
- Grounds (\$50.04 per hour)
- Machinist (\$93.10 per hour)
- Painter (\$84.59 per hour)
- Pipefitter (\$90.89 per hour)
- Plumber (\$93.36 per hour)

By signing this form, we, (NAME OF ORGANIZATION), agree to remove all garbage, trash, or any other mess created as a result of the outdoor event occurring on the date(s) and time(s) listed at the top of this document. Should any significant mess be left behind or damage occur to any university property as a result of the outdoor event, we agree to compensate UIC Meetings & Conferences or other relevant UIC department for the cost of post-event clean-up and/or repair services.

Printed Name

Signature

Date

