

# Field/Quad Reservation Request

Tulane Department of Campus Recreation

The Department of Campus Recreation coordinates the scheduling of the large outdoor recreational areas and is responsible for their appropriate use. Please indicate which area you are requesting from the list of department-administered quads:

Brown (a.k.a. Reily) Field \_\_\_\_\_ Newcomb Quad \_\_\_\_\_  
Bruff Quad \_\_\_\_\_ University Center Quad \_\_\_\_\_  
Monroe Quad \_\_\_\_\_ Zimple Field \_\_\_\_\_

Department or Student Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Event Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Rain Date/Time/Location \_\_\_\_\_

Event and activities (including vendors, tent usage, activities, etc. Student groups are responsible for conferring with their advisors regarding physical plant requirements, security, contracts, etc.)

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Your event is reserved upon a signature of a representative of the Department of Campus Recreation below, at which point the department will provide you a copy of this completed form.

**NOTE: Rain, wet grounds, or any unsafe conditions require the event be cancelled or moved to another location. Activities which may damage the quad are not permitted; for example, the fact that it has stopped raining does NOT mean the grass is dry enough to handle an event. A representative of the group will be responsible for understanding this policy and relaying it to any members of the organization or department who will need this information.**

Signature of responsible representative \_\_\_\_\_

Student Representative \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Student Adviser/Department Head \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Department of Campus Recreation \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_