2/22/2023

Dear Ms. Kat Gillan,

This letter is to inform you that your requested event, to be held on the dates listed on your GUP, has been approved. Please ensure that you have this form with you on site in the event that UAPD or UA officials request to view it for verification.

If you are representing a University Department or Organization and need to request a work order, please have your designated building representative contact the Customer Service Center. To facilitate electrical needs, grounds requests such as trash cans and liners, ensuring irrigation systems have been turned off in the event area, line locates for tents larger than 10x10, or any other needs, please call 348-6001. All other requestors submitting a Grounds Use Permit must be sponsored by a University Department or entity who attends the event and supplies their University of Alabama account number or FOPAL. Events/Parties that set up tents for their functions must remove them after the event has concluded. If a tent company/vendor has been contracted to set up a tent, it must be understood that tents may remain on campus no later than 10 a.m. the following day. Please note: The collection of donations, funding or monies at an outdoor campus event is not permissible for reasons of safety. If you have questions or concerns, please contact our office.

Regards,

Justin Miles
Grounds Use Permit Coordinator
THE UNIVERSITY OF ALABAMA OFFICE OF GROUNDS USE PERMITS
APPLICATION FOR USE OF CAMPUS GROUNDS

1. Name of Applicant: Kat Gillan  Phone No: [Redacted]
   Local Address: [Redacted]  E-mail: [Redacted]
   City: Tuscaloosa  State: AL  Zip: 35487

2. Representing (Name of UA Org. or Dept.): Student Elections Board
   Office/Position Held in Org./Dept.: Advisor
   UNIVERSITY ACCOUNT NUMBER (FOAPAL): [Redacted]

3. CAMPUS GROUNDS REQUESTED: Quad A-6, Quad H-3, Shelby Quad, UREC outside main lobby
   (Attach a campus map if necessary. If event is on the Quad, please specify which section.)
   *At NO TIME will unauthorized vehicles be allowed on the Quad for any reason.
   NUMBER OF PERSONS EXPECTED TO ATTEND: 50 @ each location

4. Will CHILDREN (age 0-17) be participating in or attending your event? ☐ Yes ☐ No
   If yes, will the children be supervised at all times during the event by a parent, guardian, or teacher? ☐ Yes ☐ No

5. DATE OF USE: Feb. 20-24, 2023  TIME — From 8:00 AM To 5:00 PM
   Generally, The Office of Grounds Use Permits must have at least a 3-5 business day notice for the event to be processed.
   If this is a recurring event, please list the other dates and times:
   DATE OF USE: Feb. 27, 2023  TIME — From 8:00 AM To 5:00 PM
   DATE OF USE: Mar. 1, 2023 (tentative)  TIME — From 8:00 AM To 5:00 PM

6. PURPOSE for which Use of Grounds is being requested? SGA Spring 2023 General Election, "Standing Only" Campaign Stops

7. Do you request permission to use SOUND EQUIPMENT? ☐ Yes ☐ No
   (if yes, please describe equipment) n/a

8. Do you request permission to display, build, or erect any STRUCTURES? ☐ Yes ☐ No
   (if yes, please describe them in detail, include sizes) n/a
   Will structures be weighted or staked? n/a
   Who will be installing structures? n/a
9. Will there be FOOD?  
   ☐ Yes  ☐ No  
   (if yes, please describe what will be served) n/a  
   Will the food be sold or given away during the event?  n/a  
   Will the food be store-bought, home cooked, or catered? n/a  
   Caterer: n/a

10. Will there be ALCOHOL at this event?  
    ☐ Yes  ☐ No  
    Provider: n/a

11. HEALTH & SAFETY STANDARDS/LIABILITY: I understand that this event must meet all health 
    and safety requirements of the University, City and County of Tuscaloosa, and State of Alabama 
    and agree to ensure conformity with all such requirements.

    I further agree to take full responsibility to manage this event in such a way as to comply fully 
    with UA's policy relating to the Use of University Space, Facilities & Grounds; the General 
    Terms and Conditions; and all other relevant University policies and procedures.

    I agree to remove all trash and other items associated with this event, and to return the 
    grounds to pre-event condition. In the event that I fail to return the grounds to pre-event 
    conditions, the University will assess the reasonable costs of labor (at a minimum of four (4) 
    hours per person performing the labor), damages, clean-up, and repairs. For University 
    organizations and departments, such reasonable costs will be assessed the University Account 
    number provided above. For individual faculty and staff members, the University will provide 
    me an invoice itemizing the amount I owe, and I agree to be personally responsible for the 
    amounts set forth in the invoice. If I fail to pay the invoice within seven (7) days of the 
    University issuing it to me, I authorize the amount of the invoice to be satisfied by payroll 
    deduction (including a lump sum deduction) and by any other method allowed by law.

    Applicant Signature:  
    Kathleen R. Gillan  
    Date: 02/02/2023

    Applicant Printed Name:  
    Kathleen R. Gillan

Depending on the type of event proposed, there may be other forms or steps in addition to this one 
and other offices to contact before the event can be considered for approval. For example, a Work 
Order may need to be submitted if a need for grounds work or similar is requested. If you are a 
student organization, you will need to register your event with The SOURCE utilizing the Student 
Event Planning Form.

* Should you have questions, please refer to UA's Grounds Use Permit Website  
  https://uafacilities.ua.edu/grounds-use-permit/

* Please submit your completed application by using the submit button or email to:  
  1205 14th Street • Box 870294 • Tuscaloosa, AL 35487  
  groundspermits@ua.edu • 205-348-6777

Office Use Only  
Approved:  
Date: 2-9-23  
Confirmation Sent: APPROVED