2/22/2023

Dear Ms. Lexi Crowe/Ms. Elizabeth Prophet,

This letter is to inform you that your requested event, to be held on the 21st-27th of February, 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
2/22/2023

Dear Ms. Elizabeth Prophet,

This letter is to inform you that your requested event, to be held on the 22nd of February, 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: Alexa Crowe Phone No.: [Redacted]
   Local Address: [Redacted] E-mail: [Redacted]
   City: Tuscaloosa State: AL Zip: 35404

2. Representing (Name of UA Org or Dept.): SGA Campaign
   Office/Position Held in Org/Dept.: Candidate

UNIVERSITY ACCOUNT NUMBER (FOAPAL): [Redacted] - SGA Campaign-on file

3. CAMPUS GROUNDS REQUESTED: W-40 and W-41; W-6
   (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: 10

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: 02/21/23 TIME — From 2:00 pm To 3:00 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: 2/22/23 TIME — From 10:00 am To 1:00 pm
   DATE OF USE: 2/23/23 TIME — From 2:00 pm To 3:00 pm

6. PURPOSE for which Use of Grounds is being requested: SGA Campaigning, Passing out buttons, other campaign materials to educate students on my campaign and the upcoming ele

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

8. Do you request permission to display, build, or erect any STRUCTURES? ☐ Yes ☐ No
   (if yes, please describe them in detail, include sizes) I will have a 24" foam board with my campaign on it displayed
   Will structures be weighted or staked? No
   Who will be installing structures? Me
9. Will there be FOOD? ☐ Yes ☐ No
   (If yes, please describe what will be served) I will be passing out popsicles, popcorn, and candy.
   Will the food be sold or given away during the event? ☐ Given away
   Will the food be store-bought, home cooked, or catered? ☐ Store-bought
   Caterer: __________________________

10. Will there be ALCOHOL at this event? ☐ Yes ☐ No  Provider: __________________________

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: __________________________ Date: 2/19/23
Applicant Printed Name: Alexa Crowe

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: 2-21-23
Confirmation Sent: __________________________
1. Name of Applicant: **Elizabeth Prophet**  
   Phone No.: [Redacted]  
   Local Address: [Redacted]  
   E-mail: [Redacted]  
   City: Tuscaloosa  
   State: AL  
   Zip: 35404

2. Representing (Name of UA Org or Dept.): **SGA Campaign**  
   Office/Position Held in Org/Dept.: **Candidate**

3. **UNIVERSITY ACCOUNT NUMBER (FOAPAL):** [Redacted]

4. **CAMPUSS GROUNDS REQUESTED:** W6  
   (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.

5. **NUMBER OF PERSONS EXPECTED TO ATTEND:** 10

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

6. **DATE OF USE:** 02/22/23  
   **TIME** — From: [Redacted]  
   **DATE OF USE:** [Redacted]  
   **TIME** — From: [Redacted]  
   **DATE OF USE:** [Redacted]  
   **TIME** — From: [Redacted]  

   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:** [Redacted]  
   **TIME** — From: [Redacted]  
   **DATE OF USE:** [Redacted]  
   **TIME** — From: [Redacted]  
   **DATE OF USE:** [Redacted]  
   **TIME** — From: [Redacted]

6. **PURPOSE** for which Use of Grounds is being requested? **SGA Election Campaigning. I have also reached out to Karina Collins who requested this same space and time because we would like to coordinate and table at the same time.**

7. Do you request permission to use **SOUND EQUIPMENT**?  
   □ Yes  □ No  

   (if yes, please describe equipment)

8. Do you request permission to display, build, or erect any **STRUCTURES**?  
   □ Yes  □ No  

   (if yes, please describe them in detail, include sizes)  
   **I will have a 2' foamboard with my logo on it**

   Will structures be weighted or staked?  
   **No**

   Who will be **installing** structures? **Me**
9. Will there be FOOD? ☑ Yes □ No
   (If yes, please describe what will be served) Glazed Donuts
   Will the food be sold or given away during the event? ☑ given away
   Will the food be store-bought, home cooked, or catered? ☑ store-bought
   Caterer: ____________________________

10. Will there be ALCOHOL at this event? □ Yes ☑ No Provider: ____________________________

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: ____________________________ Date: 02/14/23
   Applicant Printed Name: Elizabeth Prophet

   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

   Submit

   Office Use Only:
   Approved: ____________________________ Date: __________ Confirmation Sent: __________
THE UNIVERSITY OF ALABAMA OFFICE OF GROUNDS USE PERMITS

APPLICATION FOR USE OF CAMPUS GROUNDS

1. **Name of Applicant:** Elizabeth Prophet
   **Phone No.:**
   **Local Address:**
   **E-mail:**
   **City:** Tuscaloosa  
   **State:** AL  
   **Zip:** 35404

2. **Representing (Name of UA Org. or Dept.):** SGA Campaign
   **Office/Position Held in Org./Dept.:** Candidate

3. **UNIVERSITY ACCOUNT NUMBER (FOAPAL):**
   **CAMPUS GROUNDS REQUESTED:** W6
   (Attach a campus map if necessary. If event is on the Quad, please specify which section.)

4. **NUMBER OF PERSONS EXPECTED TO ATTEND:** 10
   **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:** 02/27/23  
   **TIME — From:** 10:00 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:

<table>
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<th>DATE OF USE:</th>
<th>TIME — From:</th>
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</tbody>
</table>

6. **PURPOSE for which Use of Grounds is being requested:** SGA Campaigning, Passing out campaign materials to educate students on my campaign and the upcoming election.

7. **Do you request permission to use SOUND EQUIPMENT?**
   - [ ] Yes  
   - [ ] No
   (If yes, please describe equipment)

8. **Do you request permission to display, build, or erect any STRUCTURES?**
   - [ ] Yes  
   - [ ] No
   (If yes, please describe them in detail, include sizes) **I will have a 24" foam board with my campaign on it displayed**
   
   Will structures be weighted or staked? **No**
   Who will be installing structures? **Me**
9. Will there be FOOD? ☐ Yes ☐ No
   (if yes, please describe what will be served) I will be passing out popsicles and candy
   Will the food be sold or given away during the event? ☐ Sold ☐ Given away
   Will the food be store-bought, home cooked, or catered? ☐ Store bought
   Caterer: ____________________________

10. Will there be ALCOHOL at this event? ☐ Yes ☐ No Provider: ____________________________

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: ____________________________ Date: 02/15/23
    Applicant Printed Name: ____________________________

    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
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groundspermits@ua.edu • 205-348-6777

    Office Use Only:

    Approved: ____________________________ Date: 8-21-23 Confirmation Sent: ____________________________