

University Facilities

Office of the  
Assistant Vice President

2/22/2023



Dear Mr. **John Richardson**,

This letter is to inform you that your requested event, to be held on the **21<sup>st</sup> 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: John Richardson Phone No.: [REDACTED]  
Local Address: [REDACTED] E-mail: [REDACTED]  
City: Tuscaloosa State: Alabama Zip: 35401

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. K a l i

2. Representing (Name of UA Org. or Dept.): SGA Campaigning Event  
Office/Position Held in Org./Dept.: Candidate/ Current Senator  
UNIVERSITY ACCOUNT NUMBER (FOAPAL): [REDACTED]

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3. CAMPUS GROUNDS REQUESTED: Quad E1-E3  
(Attach a campus map if necessary. If event is on the Quad, please specify which section.)

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\*At NO TIME will unauthorized vehicles be allowed on the Quad for any reason.

NUMBER OF PERSONS EXPECTED TO ATTEND: 35

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: 2/ 21/23 TIME — From: 1:00pm To: 3:00pm  
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: \_\_\_\_\_ TIME — From: \_\_\_\_\_ To: \_\_\_\_\_  
DATE OF USE: \_\_\_\_\_ TIME — From: \_\_\_\_\_ To: \_\_\_\_\_  
DATE OF USE: \_\_\_\_\_ TIME — From: \_\_\_\_\_ To: \_\_\_\_\_

6. PURPOSE for which Use of Grounds is being requested? Campaign event for UA SGA President

7. Do you request permission to use SOUND EQUIPMENT?  Yes  No  
(if yes, please describe equipment) if allotted, our team would like to bring a speaker to the event.

S. M.

8. Do you request permission to display, build, or erect any STRUCTURES?  Yes  No  
(if yes, please describe them in detail, include sizes) \_\_\_\_\_

Will structures be **weighted** or **staked**? \_\_\_\_\_

Who will be **installing** structures? \_\_\_\_\_


9. Will there be FOOD?  Yes  No  
(if yes, please describe what will be served) Chips and Fruit available to students at their leisure.  
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: 2/17/23  
Applicant Printed Name: John Richardson

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  
groundspemits@ua.edu • 205-348-6777

**SUBMIT**

Office Use Only:  
Approved:  Date: 2-21-23 Confirmation Sent: **APPROVED**