

University Facilities

Office of the
Assistant Vice President

2/22/2023



Dear Mr. **Jordan Suttles**,

This letter is to inform you that your requested event, to be held on the **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



THE UNIVERSITY OF ALABAMA OFFICE OF FACILITIES AND GROUNDS
APPLICATION FOR USE OF CAMPUS GROUNDS

1. Name of Applicant: Jordan Suttles Phone No.: [redacted]
Local Address: [redacted] E-mail: [redacted]
City: Tuscaloosa State: AL Zip: 35406

Win
- ueon
- Nicu
- Kuel
- Carol
- Mea

2. Representing (Self/Name of UA Org. or Dept.): Succeed with Suttles (Jordan Suttles for A&S Senate)
Office/Position Held in Org./Dept.: SGA Senate
UNIVERSITY ACCOUNT NUMBER: SGA Campaign-on file

3. CAMPUS GROUNDS REQUESTED: Area on Quad in front of Gorgas Library
(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: 100+ (come and go)
4. DATE OF USE: 2/27/23 TIME — From: 3:00 To: 5:00
(Generally, The Office of Landscape and Grounds must have at least a 10 business days 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:

5. PURPOSE for which Use of Grounds is being requested? I am throwing a campaign event on the quad to promote my candidacy for College of Arts and Sciences Senate. My event is called "Sweets with Suttles" where I will have the opportunity to meet with students and pass out sweets like cupcakes and cookies.

6. Do you request permission to use SOUND EQUIPMENT? [X] Yes [] No
(if yes, please describe equipment) small speaker for playing music (not loud). Non-explicit music

7. Do you request permission to display, build, or erect any STRUCTURES? [X] Yes [] No
(if yes, please describe them in detail) A small foldable table is the only thing displaying

8. Will there be FOOD? [X] Yes [] No
(if yes, please describe what will be served) The campaign event is titled "Sweets with Suttles." I will provide cupcakes, cookies, and other various desserts at my table. - Sam's Club S.M.

Will the food be sold [] or [X] given away during the event?

Catered

Will the food be home cooked or catered? _____

9. Will there be ALCOHOL at this event? Yes No

10. **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 to 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: Jordan Suttles Date: 2/20/23
Jordan Suttles

Applicant Printed Name: _____

11. 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

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. If you are a student organization, you will need to register your event with The SOURCE utilizing the Online Event Planning Form.

* * *

Should you have questions, please refer to UA's Grounds Use Permit website.

Please return your completed Application and any required certifications to:

Donna McCray — Director of UA Facilities Operations and Grounds Use Permits
Box 870294 • 1204 14th Street • Tuscaloosa, Alabama 35487
205-348-6777 • groundspermits@fa.ua.edu

Office Use Only:

Approved: Paul W. [Signature] Date: 2-21-23 Confirmation Sent:

APPROVED