

# Hillside Field (11/18)

Event Services: 540.568.5555 | Scheduling: 540.568.6330 | Email: madisonunion@jmu.edu | MSC 3506

## EVENT INFORMATION

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm

**\*\*NOTE: This is the actual time of your event and does not include set-up time\*\*** Customer setup time must be scheduled ahead of time in EMS

## CONTACT INFORMATION

Org./Dept. Name: \_\_\_\_\_

Contact/N&B Name: \_\_\_\_\_ Contact/N&B Phone #: \_\_\_\_\_

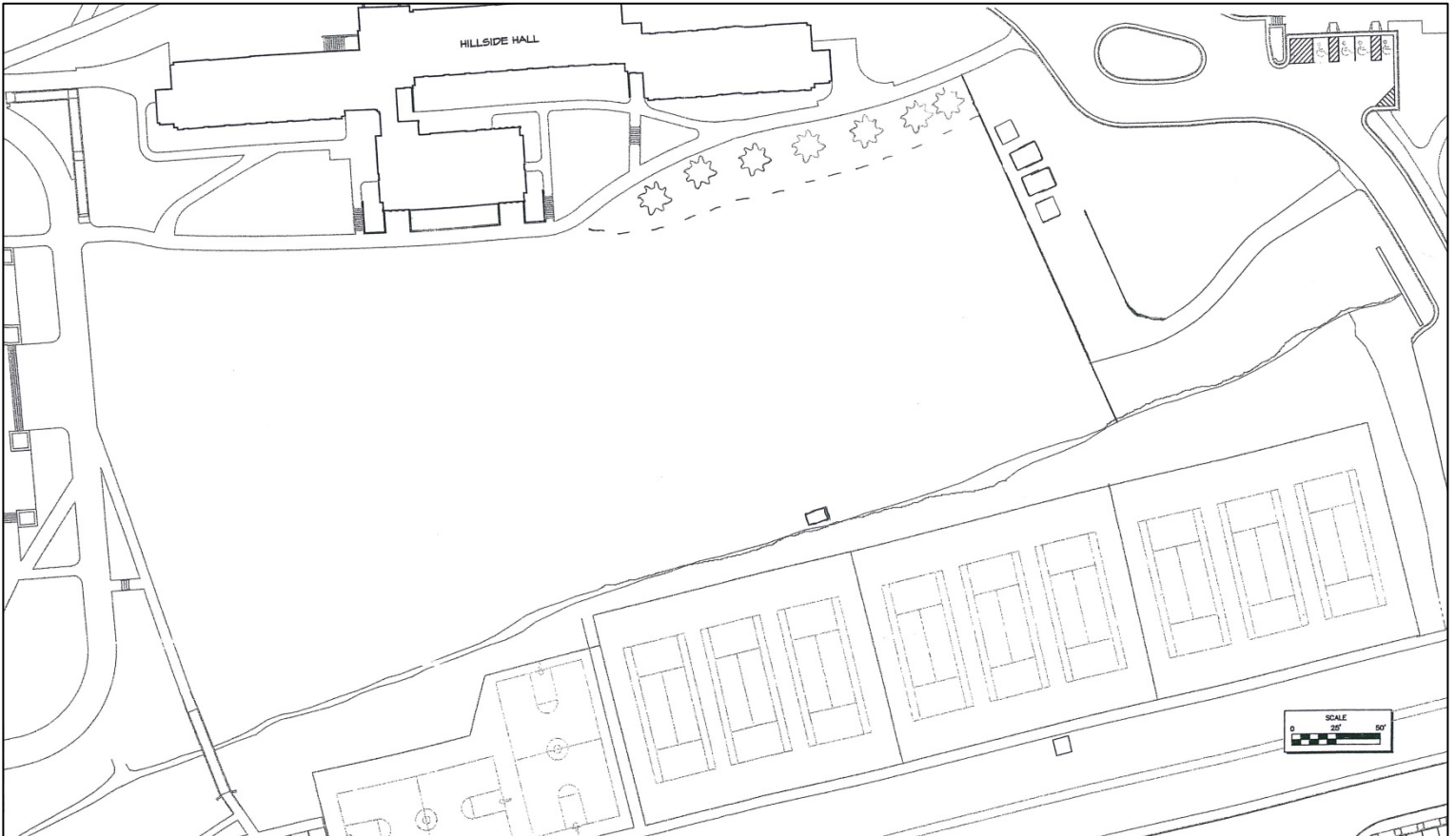
Onsite Contact: \_\_\_\_\_ Onsite Contact Phone #: \_\_\_\_\_

*If different from above*

## ADDITIONAL INFORMATION

- \* Field dimensions: 166' x 487'
- \* Additional equipment used must be PRE-approved by Madison Union Event Service and rented by sponsor.
- \* Stage rentals require additional approval by Facilities Management. This process requires six weeks.
- \* Tents larger than 10'x10' require additional approval by Facilities Management. This process requires four weeks.
- \* Stages and Tents over 10'x10' may require permits and/or inspection which will be billed to the customer.

*Turn in diagrams to the Event Services Desk on the 2<sup>nd</sup> floor of Madison Union.*



*Madison Union Event Services Use Only:*

Ref#: \_\_\_\_\_ DATE REC: \_\_\_\_\_ INT: \_\_\_\_\_ BM's Approval: \_\_\_\_\_

Additional Customer Setup Time: START \_\_\_\_\_ END \_\_\_\_\_

Details For Setup (early arrival): \_\_\_\_\_