



Request for Approval for University of Regina Outdoor Events

Event Name: _____

Event Date: _____

Primary Event Contact: Name: _____ Phone: _____

Event Description:

Note: Any setup requests (i.e. tables, chairs, etc.) must be submitted in FAMIS.

Please check the appropriate box

This event is organized or sponsored by a University of Regina faculty or department**

**Dean/Dept. Head Signature: _____

This event has no formal affiliation with the University of Regina

Note: All non-affiliated events are subject to regular Provincial Capital Commission/Wascana Centre fees.

Authorization from the Provincial Capital Commission (PCC) is required for all University of Regina outdoor events. **This form must be completed and accompany the PCC Special Event Application form to be valid.** (See <http://wascana.ca/events-and-bookings/events/special-event-application>). In addition, the University reserves the right to add requirements as indicated below.

The Event Organizers accept all responsibility for cleaning of the area after the event as well as the costs of any damage incurred. All University of Regina policies and agreements must be abided by.

University of Regina Protective Services Comments:

Event Approval Signature: _____

Hospitality Services

Date _____

Forwarded to: Provincial Capital Commission

CC: Manager - Custodial Services, Protective Services Patrol, Hospitality Services, FM circ/file