

# PROCEDURE FOR OUTDOOR WEDDING AT OLD DOMINION UNIVERSITY

You must contact Student Recreation Center to reserve outdoor spaces at <https://www.odu.edu/recwell/facilities/rentals-reservations>.

The Use of \_\_\_\_\_ Area for Wedding Ceremony  
Agreement between \_\_\_\_\_ and Old Dominion University

This agreement is for the purpose of allowing the use of \_\_\_\_\_ area for a wedding ceremony.

User Address: \_\_\_\_\_

Details are as follows: \_\_\_\_\_

Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Wedding Time: Wedding ceremony starting at \_\_\_\_\_ ending at \_\_\_\_\_

Rehearsal site: \_\_\_\_\_

Rehearsal time: Rehearsal starting at \_\_\_\_\_ ending at \_\_\_\_\_

No. of guests: \_\_\_\_\_

## **User responsibilities:**

- The University does not provide tables or chairs for non-University events. The user is arranging separately to have \_\_\_\_\_ set up \_\_\_\_\_ chairs for guests. The chairs will be set up on (grass or concrete).
- If a tent is to be used it cannot exceed 900 square feet or have more than 49 people in the tent. The tent must be secured with water barrels - stakes can NOT be used
- Electrical services requested of the University may be charged to the user.
- Security requirements by the University may be charged to the user.
- Alcoholic beverages are strictly prohibited.
- Rice, birdseed, confetti, etc. may NOT be used during the course of the event.
- Lighted candles and open flames are NOT permitted on campus.

The restrooms in \_\_\_\_\_ will be available for use by the user and their guests from \_\_\_\_\_ to \_\_\_\_\_ the user will pay a minimum of two (2) hours at \_\_\_\_\_ per hour for restroom services during the wedding.

Cleanup may be required during/after the event. The user will pay a minimum of two (2) hours for cleanup services. Additional support may be required at a minimum of 2 hours per employee.

Parking location to be determined.

## **Backup Location /Rain Day (same rules apply) – separate coordination may be required for the alternate location.**

In case of rain, the user will have the wedding at (location) \_\_\_\_\_.

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