**West Liberty University**

**HOMECOMING PARTICIPATION APPLICATION**

**(This form must be completed and returned to the Alumni Office CUB 122**

**by Friday, September 30, 2016)**

Organizations or departments that wish to set up a tent or reserve a table at this year’s Homecoming must adhere to the policies set forth by the University. Tent/Table Policy available online at: westliberty.edu/alumni and click on the Homecoming link.

1. If you need to rent a tent, tables or chairs, please call Tim Taylor at General Rental at (740) 765-4575. They will provide discounted rates. Deadline to reserve tents, tables, and chairs is Friday, September 30, 2016. A deposit and/or credit card information may be required at time of reservation. Additional fees will be assessed for any lost or damaged items.

2. Organizations may also use another rental company or provide your own tent, tables and chairs. **The use of General Rental is not mandatory.**

3. Tents will be permitted in designated areas determined by the Alumni Office. The largest tent permitted is

20’ x 30’. **Important: Tents will be on asphalt and should be weighted down, but staking is not permitted.**

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Dept. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* **Student organizations are required to have an Advisor’s signature. Participation will be granted upon approval by an advisor.**

Advisor’s Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you plan to use General Rental or another company? Yes\_\_\_\_\_ No\_\_\_\_\_

If you marked yes: Tent Size\_\_\_\_\_\_\_\_\_\_ (max 20’ x 30’)

Do you plan on providing your own tent? Yes\_\_\_\_\_\_ No \_\_\_\_\_\_\_

If you marked yes: Tent Size \_\_\_\_\_\_\_\_\_\_ (max 20’ x 30’)

Do you plan on providing a table for use under the Alumni Tent? Yes \_\_\_\_\_\_ No\_\_\_\_\_\_\_

Note: Only one 8 ft. table per organization or department is permitted in the Alumni tent. You must either rent or provide your own table and chairs. You are responsible for covering your table.

Only 1 vehicle per tent is permitted in the designated ASRC tailgating areas. Vehicle must only occupy one parking space. No more than 4 designated parking spaces per organization, including tent(s) and one vehicle.

**Vehicles are not permitted in the designated tent zones until Saturday, October 15, 2016 at 8:00 a.m.**

**Please note that you will not be permitted to set up your tent, etc. until after 2:00 p.m. on Friday, October 14, 2016 or Saturday morning, October 15, 2016. If you have any questions, please contact Ron Witt at 304.336.8844.**

**By signing this form, you agree that the Alumni Association will not be responsible for the renting or setting up of tents, tables or chairs and you will adhere to the University’s Tent/Table Policy.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_