

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) _____.

The user will deliver a check, in advance of event, made out to “Old Dominion University” in the amount of _____ and presented to Richard Le Moal or other Facilities Management & Construction personnel at least two weeks prior to event to confirm use of this outdoor/ indoor area for the designated event.

Any questions should be directed to Richard Le Moal at: 757-683-4269. You will be contacted for arrangement and payment.

Acceptance of terms by User:

(Signature/ Date)