

The University of North Alabama

Grounds Use Permission to Film on Campus

Name of Applicant:

Phone No.:

Local Address:

Email:

City:

State:

Zip:

Representing (Name of UNA Org. or Dept.):

Office/Position Held in Org./Dept.:

UNA Account Number:

Campus Grounds Requested (Attach a campus map if necessary):

*At NO TIME will unauthorized vehicles be allowed on Campus Grounds for any reason.

Number of Persons expected to attend:

Will Children (ages 0-17) be participating in or attending your event?

If yes, will the children be supervised at all times during the event by a parent, guardian or teacher?

Date of Use:

Time – From:

To:

Generally, UNA must have at least a thirty (30) calendar day notice for the event to be processed.

If this is a recurring event, please list the other dates and times:

Date of Use:

Time – From:

To:

Date of Use:

Time – From:

To:

Date of Use:

Time – From:

To:

Purpose for which Use of Grounds is being requested:

Do you request permission to use Sound Equipment?

If yes, please describe equipment.

Do you request to display, build, or erect any structures?

If yes, please describe them in detail, include sizes.

Will structures be weighted or staked?

Who will be installing and removing structures?

Will there be food?

If yes, please describe what will be served.

Will the food be sold or given away during the event?

Will the food be store-bought, home cooked or catered?

If you would like to request alcohol at your event, please refer to [Alcohol at University Sponsored Events](#).

Health & Safety Standards/Liability: I understand that this event must meet all health and safety requirements of UNA, City of Florence, Lauderdale County, and State of Alabama and agree to ensure conformity with all such requirements.

I further agree to take full responsibility to manage this event in such a way as to comply fully with all relevant UNA policies and procedures as well as state and federal laws.

I agree to remove all trash and materials associated with this event and to return the grounds to their original, pre-event condition. If I fail to do so, UNA reserves the right to assess the reasonable costs of labor (at a minimum of four hours per person involved), as well as any damages, clean-up, or necessary repairs.

For UNA organizations and departments, these costs will be charged to the UNA account number provided above. For individual faculty or staff members, UNA will issue an invoice itemizing the charges, and I agree to be personally responsible for the full amount specified.

Applicant Signature:

Date:

Applicant Printed Name:

Depending on the type of event proposed, additional forms, steps, or approvals may be required before the event can be considered for approval. For example, if grounds work, facilities assistance, or similar support is needed, a Work Order may need to be submitted. Other UNA offices may also need to be contacted as part of the coordination process.

If you are a registered student organization, please follow the general event guidelines found in the RSO Handbook or contact Student Affairs for assistance.

Should you have questions, please contact the Director of Media and Public Relations, 256-765-4392, media@una.edu.

Please submit your completed application by email to the Director of Media and Public Relations, media@una.edu.