

BINGHAMTON UNIVERSITY
Memorial Courtyard – Permission for Usage

Memorial Courtyard

The Memorial Courtyard was designed to provide visitors with a peaceful place where the lives of departed members of the Binghamton University community may be remembered and celebrated. Green space, plantings, seating areas, and lighting are some of the features of the Courtyard. As the seasons change so too will the garden, reminding visitors of the continuous cycle of life. A place for contemplation, the Courtyard hopes to inspire reflection, discovery, hope and renewal.

Name of event: _____

Date of event: _____

Time of event: _____

Note: The Courtyard is open seven days a week from 7 am until 11 pm in accordance with the hours set for the Fine Arts Building. A speaker or organization is limited to three days of usage per quarter.

Organization or individual sponsoring the event _____

Contact Person: _____

Address: _____

Phone Number: _____

Email Address: _____

Please describe the exact nature of the activity that is proposed:

Will beverages and food be served and/or sold? No Yes; If yes, please describe:

What equipment will be used (chairs, tables, platforms, food service, etc.)?

Note: Events are limited to the upper Courtyard as defined in the Memorial Courtyard policies.

Do you plan to use a sound system? No Yes; If yes, please explain.

Note: Use of a sound system is discouraged and requires justification and approval by the Office of the President.

Please describe set-up and clean-up procedures and timetable.

Please submit to: Julie Guditis, Manager, Conference and Event Services, AD 238 one month in advance of the event. jguditis@binghamton.edu