



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Non-Affiliated Event Request Procedures

- 1) Review all University policies and the University's Space Usage Guidelines (Events.utk.edu)
- 2) Identify potential dates and locations for your event
 - a. Review the Facilities Fee Guidelines for information on pricing
 - b. The Office of Campus Event Services has the right to change the date, time, and location of your event if necessary
- 3) Submit the External Group/Non-Affiliated Event Request Form on the Campus Event Services website
- 4) The Office of Campus Event Services will reach out to the event requestor once the event request has been reviewed
- 5) Fill out the Non-Affiliated Group Agreement provided by Campus Event Services
- 6) Submit a 25% deposit at least 10 days prior to the event (amount contingent upon the space procured)
- 7) Coordinate all other event logistics (i.e. catering, parking, equipment set up, etc.) through the designated UT departments
 - a. UT Dining Services – Aramark
*Some locations on campus are catered exclusively by UT Dining Services.
Dining.utk.edu
865-974-2406
 - b. Parking and Transit Services
Parking.utk.edu
865-974-6031
 - c. Facilities Services (additional tables and chairs, outdoor electrical supply, trash and recycling needs)
Fs.utk.edu
865-974-5346

All event requests are subject to approval by the Office of Campus Event Services. You will be notified via email once your request has been reviewed and either approved or denied.

Please call the Office of Campus Event Services for assistance, 865-974-9941.