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 a.m. until 11 p.m. 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 proposed:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Will beverage and food be served and/or sold? ___No  ___Yes; if yes, please explain.

Note: Use of a sound system is discouraged and requires justification and approval
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please describe setup and cleanup procedures and timetable.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please submit to: Rebecca Hancock, coordinator of donor relations and special events; OO-G64C, one month in advance of the event. For questions, email rhancock@binghamton.edu.