

**Legislative Mall Reservation Request**

Name of Event: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (from and to): \_\_\_\_\_  
(including set-up and break-down of event)

Actual Event Time (from and to): \_\_\_\_\_  
(excluding set-up and break down of event)

Estimated Number of Attendees: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you plan to request a street around the Legislative Mall be closed, please detail the streets to be closed and the closure times you intend to request. You must coordinate street closures with the City of Dover, at (302) 736-7010. For closures of Legislative Avenue, you must obtain written approval from the Director of Legislative Council, at (302) 744-4114.

\_\_\_\_\_  
\_\_\_\_\_

Please indicate which of the following your event will require:

- Trash receptacles                       Water Hose
- Electric hookup (120 volt, 20 amp GFI receptacle)  
Organization is responsible for providing extension cords

\*\*Please note that the provision of portable restrooms is the responsibility of the event sponsor; however, their placement will be at the direction of Facilities Management.

Please forward this completed form to:                      Division of Facilities Management  
540 S. DuPont Highway, Suite 1  
Dover, DE 19901

Fax: (302) 739-6148      Phone: (302) 739-5644                      Email: [deborah.hawkins@delaware.gov](mailto:deborah.hawkins@delaware.gov)