

Request For Facility Use

Please submit this form to the Student Events Coordinator
three weeks prior to event.



Activity Title: _____ Activity Day and Date: _____

Name of Organization: _____ Name of Responsible Student: _____

Activity Title: _____ Date of Activity: _____

Email: _____ Phone: _____ Adviser: _____

Event Location

- | | |
|-------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Aquatic Center _____ | <input type="checkbox"/> Jazz Café _____ |
| <input type="checkbox"/> Athletic Facilities _____ | <input type="checkbox"/> Main Mall (in front of bookstore) _____ |
| <input type="checkbox"/> Board Room _____ | <input type="checkbox"/> Multimedia Classroom # _____ |
| <input type="checkbox"/> Board Conference Room _____ | <input type="checkbox"/> Non-Multimedia Classroom # _____ |
| <input type="checkbox"/> Bob Scott Room _____ | <input type="checkbox"/> Town and Gown _____ |
| <input type="checkbox"/> Student Union Lounge _____ | <input type="checkbox"/> Vista Dining _____ |
| <input type="checkbox"/> Council Chambers _____ | <input type="checkbox"/> Visual Arts Theatre _____ |
| <input type="checkbox"/> Courtyard (Undercover) _____ | <input type="checkbox"/> Lower Level Lawn _____ |
| <input type="checkbox"/> Fire Pit _____ | <input type="checkbox"/> Other: _____ |

Approval for use of Theatre requires a Theatre Technical worksheet.

Is this event recurring?: _____

Total Time of Use (Day/Time): _____ Actual Event Hours: _____

Set-up to Begin: _____ Performers Arrival Time: _____

Clearance Authorization

Please list names of individuals who will be responsible for calling Public Safety for unlocking.

Last Name	First Name	Student or College Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form schedules your activity on the master calendar and confirms approval for use of a College facility. It is essential that you provide all information requested applicable to your event. Using "TBD" is not adequate and may delay required approval of space use.