



Club Event/Space Request Form

Instructions: Clubs please call Space Coordinator before filling out form. Please complete and submit all copies to the Space Coordinator. *FORM MUST BE SUBMITTED AT LEAST TWO (2) WEEKS IN ADVANCE OF EVENT TO BE GUARANTEED THAT WORK WILL BE COMPLETED.* Please print or type and press firmly.

Today's Date _____

Organization _____ Requested Space _____

Event _____ Expected Attendance _____ Date of Event _____

Is this a fund-raiser? _____ Is the public invited? _____ Time of Event _____ a.m. p.m. to _____ a.m. p.m.

Representative _____ Length of Time Reserved _____ a.m. p.m. to _____ a.m. p.m.

Address _____ Telephone _____

Who is responsible for cleaning the facility? _____ Faculty representative(s) to be present? Yes No

Responsible party _____

1. Security Service Needed:

2. Maintenance Services Needed (i.e. tables, chairs, HVAC):

3. Audiovisual Equipment Services Needed (i.e. computer, microphone, projector):

4. Comments:

To be completed for fund-raising only:

Advisor of Organization	Purpose to be served by funds raised
Coordinator of Student Activities Signature	Date
VP of Student Services Signature	Date
Charge for Facility	Special Arrangements

Maintenance Deposit _____ Rental Fee _____ Physical Plant _____ Security ____ hours @ \$30 _____ Other _____ TOTAL _____	Refund Determination: Amount \$ _____ Explanation _____ _____ _____
Space Coordinator Signature _____ Date _____	
Rental fees, deposit and other fees must be received at least two (2) weeks prior to the event or it will be cancelled.	