

Please contact the Office of Student Engagement for contract and/or insurance requirements.

This form must be submitted within 15 working days prior to the date of the meeting or event. Received on: _____

Any revisions, changes, or cancellations require written notice at least 5 days prior to the request.

Submit all funding and Meeting or Event Request Forms to the Office of Student Engagement.

Contact Information

Contact Name: _____ Phone: _____ Email: _____

Name of Student Club/Organization: _____

Meeting or Event Information

Name of Meeting/Event: _____ Date of Event: _____

Type of Meeting/Event: _____ Location Requested _____

Time of Event (list duration of event, including start time and end time): _____

Time needed for access for set up prior to event: _____ Expected Attendance: _____

Event Held on Campus? YES NO (If event is off campus, then submit Liability Forms to the Office of Student Engagement PRIOR to event.)

Event Open to Public? YES NO Will donations be solicited? YES NO

Will admission fees, contributions, or membership dues be collected? YES NO Amount Charged? \$ _____

Please explain how proceeds will be used: _____

Are you requesting funding from ASO? YES NO If yes, the Budget Request Form must accompany Facility Request.

Are you requesting off-campus services (speakers, vendors, etc.)? YES NO If yes, contracts must be prior approved.

Please list all vendors and/or invited speakers: _____

Are you planning to serve food? YES NO If yes, please attach current food handler's license of the food service.

The Event/Meeting Facility Form will not be approved until the vendor contract and/or food handler's license is received.

Are you requesting parking permits? YES NO If yes, please note quantity: _____

WAIVER OF CUSTODIAL COSTS: Permittee agrees to return facilities to original state to qualify for a waiver of custodial fees. Failure to restore all facilities to their original state will require payment.

Faculty/Staff Advisor Approval (includes being present at event/meeting)

MAINTENANCE & OPERATIONS: