

*** Forms MUST be submitted to the Assistant Director of Student Life and Leadership a minimum of TWO weeks before the event is scheduled to take place ***

Name of club or organization: _____

Contact: _____ (please print)
Email: _____ Phone: _____

Name of Event: _____
Date of Event: ___/___/___ Time: ___ AM/PM to ___ AM/PM
Anticipated attendance: _____

Location of event:
 Class room _____ (reserved through Academic Affairs)
 Back Plaza
 Upper back plaza
 Lamkin Hall
 Rotunda
 A 118
 Student Commons
 Lobby
** Locations other than the classrooms are approved through the Dean of Enrollment Services**

Office Use Only:
___ reservation confirmed: _____
___ location returned to original set up after event

Set ups: Please check off what you may need as set ups
 Electricity Time power on _____ AM/PM; Time power off _____ AM/PM
 Tables. Quantity _____
 Chairs. Quantity _____
 Special set ups _____

 Amplified Sound. If Yes, please see backside of this form for more details
 Security
 Serving prepared food / boxed food _____

Turn Over →

Purpose of Event
 Concert Speaker Dance Discussion/Rally Other _____
 Fundraiser

Open to
 Campus Community Public Club / organization only

The **Club / Organization** understands:

1. They are liable for any problems that occur regarding this event, and will cooperate with the College and/or other officials acting in their capacity.
2. The possession or use of alcoholic beverages on any College property contrary to law; or the use of conscious possession of alcoholic beverages in any property of the College frequented by the public is against College regulations.
3. They will be held accountable for rules and regulations contained in the Student Handbook, Student Club and Organization Guidelines and Resource Manual.

Signature _____ **Date:** _____

The undersigned in connection with and as part of the above application certifies that he/she is a contact for the club/organization listed and that the information listed is correct to the best of her/his knowledge and belief.

***** Office Use Only *****

Approved By: _____ Date: _____

*Office of Student Life, confirms that this group has met the criteria for space reservation, and that a OSLI staff member has checked for valid identification. By: _____

Amplified Sound?
 Time _____ AM/PM to _____ AM/PM

Name of band(s) or DJ(s): _____

The following wording should be included in any band contract for the protection of the sponsoring group. This clause may be added to already prepared band contracts by writing or typing in and having it initialized by both parties:

"(Sponsoring Organization/Group Name) shall have the absolute right to require (Band Name) to reduce the volume output at any time during the performance. The band's failure to comply after being requested to reduce volume by an authorized officer of the group shall constitute a material breach of contract, justifying non-payment for performance from the time of said request."