

EVENT APPROVAL/ROOM RESERVATION FORM

Please submit this request at least 2 weeks prior to planned use with a copy of your flyer advertising this event.

Name of Organization and
Person Responsible:

Program name / Description

Program Date:

Start time:

End time:

Area or Room # Requested:

What Will Be Served
(Refreshments, Alcohol, etc.):

Special Requirements
(Garbage pails, tables, chairs):

I agree to abide by the regulations concerning use of college facilities and will leave the assigned area in a clean and orderly condition. I have read and agree to abide by the University regulations governing the consumption of alcoholic beverages.

SIGNED:

Date:

Please Submit to the Office of Student Affairs

Office Use Only

Date:

Jacqueline Martinez
College Registrar OR

David Bowers
VP for Administration and Finance

Vito Cavallaro, AVP for
Student Affairs

Date:

Dapo Adurogbola,
AVP Facilities &
Chief of Police

Date:

Special
Requirements:

FUNDRAISING/ROOM RESERVATION FORM

Organization Name:

Description Of Fundraiser:

Date of Activity:

Start time:

End time:

Production Cost Paid
Upfront:

Selling Price of
Items:

Location:

Should You Need A Space To Hold Your Fundraiser (Like A Classroom) Please Fill Out The Room Reservation Section On The Back

Contact Person(s) Name:

Contact Person(s) Email:

Additional Details For Fundraiser:

Student
Council
President

Date:

Vito Cavallaro, AVP
for Student Affairs

Date: