



Office of Student Affairs

Student Organization Activity Permit Form

(Please type or print.)

Date of Event: _____ Time of Event: _____

Organization: _____

Type of Event: _____

Place of Event: _____

President: _____ Phone Number:(_____)_____

Audio/Video Need: Projector/Screen Microphone/Stand Other_____

Please be sure you complete a audio/visual request form 8 business days prior to the event.

Approval for Specific Buildings:

Activities Director (SUB)

Dean of Chapel (Brown Hall)

Athletic Director (Gym/Field)

Academic Dean (Pearson Hall)

Taggart/Williams Hall

Alabama /McKenzie Hall

Learning Resource Center

Housing Director (Residence Hall)

Administrative Approval

Signature of Chapter/Campus Advisor: _____

Signature of Chief of Security *(If Applicable)*: _____

Signature of Chief Fiscal Officer *(If Applicable)*: _____

Signature of Dean of Student Affairs: _____

Please retain a copy for your chapter / organization and remit a copy to campus security at least seven days prior to your event (if possible.) Failure to present proof of approval to host an activity on campus property may result in immediate termination of the event.