



Activity Permit

All activity permits must be submitted seven (7) days prior to event NO EXCEPTIONS!

Organization Name: _____ Name of Event _____

Detailed Description of Event: _____

Date of Event: _____ Setup Event Time: _____ Event Start Time: _____ Event End Time: _____

Place of Event: _____ Will there be a DJ/Music associated with this Event? Yes No

Primary Contact: _____ Phone Number: _____

Requestor Name: _____ Phone Number: _____

Approval for Specific Buildings (Responsible parties for the buildings only sign here)

Brown Hall (Dean of Chapel) Pearson Hall (Academic Dean) Stadium/Gym (Athletic Director)

Learning Resource Center (Director) Taggart Lecture Hall (Division Chair) Welcome and Enrollment Center (Director)

Other Campus Buildings (Director) Outdoor Venue (Operations Director) President George T. French Jr., Student Activity Center

No event is approved until signature of Dean and Vice President of Student Affairs has been secured.

Pre-Approval of Event

Signature of Campus Advisor (confirms that you will be present at the event): _____

If advisor is not present event will be cancelled

Signature of Operations Manager: _____

Signature of Student Activity Director: _____

Signature of Representative from Technology (if applicable): _____

Signature of Senior Vice President of Finance (If Applicable): _____

Audio/Video Projector/Screen Microphone Laptop CD/DVD Player Other: _____

Need Audio Visual Staff for Setup and Breakdown Only: _____ Need Audio Visual Staff for Entire Event: _____

Administrative Approval

Signature of Dean and Vice President of Student Affairs: _____

Signature of Chief of Security: _____

By signing this, the Primary Contact and the Requestor agree to the terms below:

1. Advisor(s) must be present during the entire event
2. All media (music, movies and power point) need to be presented and tested the day before the event
3. Police Officers/Security needs to be present on campus during all events held in the Campus Facility where admission will be charged. If this is the case, you must have the approval of the Business Manager and security will be at the expense of the sponsoring organization
4. Please leave the site clean and make sure that all decorations and/or debris are disposed of or your organization will be fined for clean-up expenses.
5. Any College Property not returned will result in a \$50.00 fine. DJ must provide his/her own table.
6. **Twenty-four hours after permit has all required signatures a copy must be submitted to the Operations Manager and Director of Student Activities or event will be denied.**