Activity/Facility Rental Permit

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

Organization Name: ___________________________ Name of Event: __________________________________

Detailed Description of Event:


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

Primary Requester Contact Name: ___________________________ Phone Number: ___________________________

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

If advisor is not present event will be canceled

Signature of Student Activity Director: ____________________________________________________________

Signature of Representative from Technology (if applicable): _____________________________________________

(Check All that Apply) 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: ___________

Pre-Approval of Event

Signature of Building Operations Director (All events and rentals must be cleared through this office):

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) George T. French Jr., Student Activity Center

Charges:

Facilities $____________________ Security $____________________ Janitor $____________________ Other $____________________

Total: $____________________

By signing this, the Primary Contact/Requester agree to the terms below:

1. For Student Events, 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.

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

Administrative Approval

Signature of Provost of Academic Affairs: ____________________________________________________________

Signature of Senior Vice President of Finance: ____________________________________________________________

Signature of Dean and Vice President of Student Affairs: ____________________________________________________________

Signature of Physical Plant Director: ____________________________________________________________

Signature of Chief of Security: ____________________________________________________________

Business Office Use Only

Deposit $____________________ Date of Deposit $____________________ Receipt $____________________

Balance $____________________ Date of Final Deposit $____________________ Receipt $____________________

NOTE: Balance of Deposit is Due Seven (7) Days Prior to Event