

Activity/Facility Rental Permit

All activity permits must be submitted seven (7) days prior to event **<u>NO EXECPTIONS!</u>**

Organization Name: Name of Event					
Detailed D	Description of Event:				
Date of Event: Event Setup Time: Event End Time:					Event End Time:
Place of Event: Will there be a DJ/Music associated with this Event: O Yes O No					
Primary Requester Contact Name: Phone Nu					lumber:
Signature	of Campus Advisor (cor	firms that you will be	present at the event):		
Signature	of Student Activity Dire	ctor			or is not present event will be canceled
					OVD Player Other:
					for Entire Event:
Need Add	o visual Stari for Setup	and Dieakdown Only.	Pre-Approva		
Signatu	re of Duilding Operation	a Director (All events			ff and
Signatur					ffice):
	Brown Hall (Dean	of Chapel)	Pearson Hall (Aca	idemic Dean)	Stadium/Gym (Athletic Director)
	Learning Resourc	e Center (Director)	Taggart Lecture Ha	ll (Division Chair)	Welcome and Enrollment Center (Director)
	Other Campus Bu	ildings (Director)	Outdoor Venue (Op	erations Director)	George T. French Jr., Student Activity Center
Charges: Facilities \$ Security \$ Janitor \$ Other \$					
	Total: \$				
 For S All m Police case, Pleas Any O Twen event 	you must have the appro- e leave the site clean and College Property not ret ity-four hours after perm will be denied.	s) must be present duri d power point) need to s to be present on cam oval of the Business M d make sure that all deu urned will result in a \$ it has all required sign	ing the entire event be presented and test pus during all events anager and security w corations and/or debri 50.00 fine. DJ must p atures a copy must be	ed the day before the held in the Campus vill be at the expense is are disposed of or rovide his/her own t e submitted to the Op	Facility where admission will be charged. If this is the of the sponsoring organization your organization will be fined for clean-up expenses.
Administrative Approval					
Signature	of Provost of Academi	c Affairs:			
Signature of Senior Vice President of Finance:					
Signature of	of Physical Plant Directo	or:			
Signature	of Chief of Security: _				
			Business Offi		
Deposit \$		Date of Depos	it \$	Rece	sipt \$
					Receipt \$
	lance of Deposit is Du				