



# CAMPUS SPACE REQUEST FORM

Date of Application \_\_\_\_\_ Set-Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_

Building & Room Requested \_\_\_\_\_ Date of Event \_\_\_\_\_ Breakdown Time \_\_\_\_\_ Event End Time \_\_\_\_\_

\$ \_\_\_\_\_ (At door, Admission Fee  or cost paid prior to event) Estimated Attendance \_\_\_\_\_ **No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday for outside events.**

Type of Event: \_\_\_\_\_ Organization: \_\_\_\_\_

Advisor/Rep Name \_\_\_\_\_ (Please print)

Advisor/Rep Signature: \_\_\_\_\_ (Advisor must be present during entire event)

If yes, list name \_\_\_\_\_ Chair/Dept. Head/Dept. Appointed Approver signature for cost charge back: \_\_\_\_\_

Advisors Contact Information: \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Number \_\_\_\_\_

Program is open to:  Reserving Group & Guest Only  Faculty/Staff  BSU Students Only  BSU Students & Students w/college ID  Public  
Room and Equipment Set-up: Audio Visual (Contact Media Operation (x23905) for ALL facilities except WSC) \_\_\_\_\_  
Food (First right of refusal, must contact Auxiliary Services)  Yes  No  Concessions (must have approval)  Housing

Is this a sponsorship program?\*  Yes  No  
If yes, what's the sponsorship company or group name: \_\_\_\_\_

Department Vice President\* \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Student Affairs\* \_\_\_\_\_ Date \_\_\_\_\_

Are you inviting dignitaries and/or VIP's (Governor, President from other Universities, Mayor, popular speakers, etc.) to your event?  Yes  No If yes, give names and titles \_\_\_\_\_

Please contact the Student Center if you are not sure whether your guests fall into the categories above.

Your Department/Organization is responsible for all costs associated with the event.

**REMINDER: If there are special circumstances, the final decision will be made by the University Chief of Police. The University Chief of Police has the right to cancel any event being held on campus even after all approval signatures have been received as a result of public safety concerns.**

Scheduling Office (Mandatory for Student Groups) \_\_\_\_\_ Date \_\_\_\_\_

Student Government Association, Student Center 3003 (Student Groups ONLY) \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director of Student Life, Student Center 3008 (Student Groups ONLY) \_\_\_\_\_ Date \_\_\_\_\_

If Applicable (See Required Signature Page) \_\_\_\_\_ Date \_\_\_\_\_

## ***SPACE REQUEST FORM REQUIRED SIGNATURES***

FACILITY & DEPARTMENT	PRIMARY	ALTERNATE
ALL Classrooms	Scheduling Office, SC Room 3008	
Grounds	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Special Collections (Library) Library Conference Room	Charrease Berry-23850 Thurgood Marshall Library Main Office 2 <sup>nd</sup> Floor	
Christa McAuliffe Hall	Vallyn Merrick –301-352-1602 (9a-5p) Brandon Bigelow-301-352-1608	
Haley Hall	Antonettisha Baker –24293	
Holmes Hall	Robert Price –24270	
Kennard Hall	Stephanie Randall –25951	
Towers Hall	Kevin Hunter –24260	
Tubman Hall	April Stevens –24295	
Promenade West (Behind the Wiseman)	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Promenade East (Behind Tubman)	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Fraternity & Sorority Plots	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
James Gym	Arlene Creek –23588 James Gym – Room 108	
McKeldin Gym	Mark Guthrie –23839 Student Center, Room 3008	
All Residence Hall Events*	Gladys Watson-25000 Haley Hall, Room 160	
All Sponsored Events	Department Vice President & Vice President of Student Affairs	

\*Note: Any events being held in the Residence Hall must also have the signature approval of Ms. Gladys Watson, Director of Residence Life, except Christa McAuliffe Hall.