**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;  **No loud noises (music, bands, DJ’s, etc.) before 3:00 p.m.**

Admission Fee [ ]  or cost paid prior to event) Estimated Attendance **Monday through Friday for outside events.**

Type of Event: Organization:

 Advisor/Rep Name

 **(Please print)**

 Advisor/Rep **Signature**:

Will you have a Band or DJ? [ ]  Yes [ ]  No **(Advisor must be present during entire event)**

If yes, list nameChair/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: Room and Equipment Set-up Food (**First right of refusal, must**

[ ]  Reserving Group & Guest Only Audio Visual **(Contact Media Operation** **contact Auxiliary Services)**

**[ ]** Faculty/Staff **(x23905) for ALL facilities except WSC)** [ ]  Yes [ ]  No

[ ]  BSU Students Only [ ]  Concessions **(must have approval)**

[ ]  BSU Students & Students w/college ID[ ]  Housing

[ ]  Public

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.**

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**Scheduling Office Date**

**(Mandatory for Student Groups)**

**Student Government Association, Student Center 3003 Date**

**(Student Groups ONLY)**

**Assistant Director of Student Life, Student Center 3008 Date**

**(Student Groups ONLY)**

**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–24188Maintenance – Room 0101 |  |
| Special Collections (Library)Library Conference Room | Charrease Berry–23850Thurgood Marshall Library Main Office 2nd 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–24188Maintenance – Room 0101 |  |
| Promenade East(Behind Tubman) | Dr. Jackson-Palmer–24188Maintenance – Room 0101 |  |
| Fraternity & Sorority Plots | Dr. Jackson-Palmer–24188Maintenance – Room 0101 |  |
| James Gym | Arlene Creek –23588James Gym – Room 108 |  |
| McKeldin Gym | Mark Guthrie –23839Student Center, Room 3008 |  |
| All Residence Hall Events\* | Gladys Watson–25000Haley 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.