



Student Organization Event Request/Reservation Form

Event request forms must be turned in each time a student organization wishes to promote an event on campus or use college facilities. Forms are due a minimum of one week prior to the event.

Organization Name: _____

Date Submitted: _____ Event Requestor Name: _____

Phone # _____ Email Address: _____

Event Details

Proposed Event Date: _____ Alternate Date (Required) _____

Name of Event _____ Event Type _____
Please specify if this event is a dance/party

Event Time: _____
 Setup Time Start Time End Time

Facility & Room Requested: _____

If you are using the Dining Hall or the Recreation & Fitness Center, please clear all requests with their staff first.

For non-student center requests, will you be needing table & chairs for your event? If so, please list the requested number below:

- ___ Tables
- ___ Chairs

Will you be needing sound equipment? YES/NO

If so, what kind?

- ___ Portable Sound System
Sound carries well, easy to transport, good for playing music from an MP3 device or phone.
- ___ Large Sound System
Amplifier/speaker system & sound board. Good for use with instrumental performances
- ___ Microphone(s)
Please specify if you will be needing more than one microphone

Use of all sound equipment is a privilege for student organizations. A Campus Activities Board member will be present to assist with the setup and breakdown of any sound equipment used. By reserving the sound system and signing the bottom of this form, I agree that any damage caused to the sound system or any of its parts will be replaced by the requesting organization at full retail cost.

****Please be advised that campus authorities will be notified about your function and the approved copy will be placed in your Student Organizations Mailbox.****

Requestor Signature Date Advisor Signature Date
(Advisor must be present for event)

Director of Campus Activities Signature Date

For Office Use Only:	_____	_____
	Date Submitted	Submitted to YHC Connect by (either Tonya Nix or Ashley Randall)