

## EVENT APPROVAL/ROOM RESERVATION FORM

Please submit this request at least 2 weeks prior to planned use with a copy of your flyer advertising this event.

Name of Organization and  
Person Responsible:

Program name / Description

Program Date:

Start time:

End time:

Area or Room # Requested:

What Will Be Served  
(Refreshments, Alcohol, etc.):

Special Requirements  
(Garbage pails, tables, chairs):

I agree to abide by the regulations concerning use of college facilities and will leave the assigned area in a clean and orderly condition. I have read and agree to abide by the University regulations governing the consumption of alcoholic beverages.

SIGNED:

Date:

Please Submit to the Office of Student Affairs

---

Office Use Only

Date:

Jacqueline Martinez  
College Registrar OR

David Bowers  
VP for Administration and Finance

Vito Cavallaro, AVP for  
Student Affairs

Date:

Frank Orhek  
Director of  
Public Safety

Date:

Special Requirements:

## FUNDRAISING/ROOM RESERVATION FORM

Organization Name:

Description Of Fundraiser:

Date of Activity:

Start time:

End time:

Production Cost Paid  
Upfront:

Selling Price of  
Items:

Location:

Should You Need A Space To Hold Your Fundraiser (Like A Classroom) Please Fill Out The Room Reservation Section On The Back

Contact Person(s) Name:

Contact Person(s) Email:

Additional Details For Fundraiser:

Student  
Council  
President

Date:

Vito Cavallaro, AVP  
for Student Affairs

Date: