



University of Arkansas at Pine Bluff

SPACE REQUEST FORM Campus Organization/Department

Date of Application

Building & Room Requested

Date of Event

Event Starts

Fee Charged

Type of Event

Estimated Attendance

Event Ends

Non-Pay Event

Organization/Department: _____ Account # _____

Advisor's Signature: _____ Advisor's Telephone: Home/Work _____ Fax: _____

** Cleared on University Calendar: _____

Dean of Student Involvement and Leadership, 218 Student Union

Date

Person Submitting Request

Telephone

Contact Person

Telephone

Program is Open to:

- ☐ Reserving Group & Guest Only
☐ Faculty/Staff
☐ Students
☐ Public

EQUIPMENT:

PA System _____

Chairs _____

Tables _____

Speaker Stand _____

Piano _____

Other: _____

CATERING: Yes ____ No ____

(You are responsible for
contacting FOOD SERVICE)

Charge for use of Facility _____ Charge for Equipment _____

Completed Space Request Form must be received in the Office of Student Involvement and Leadership at least (7) business days in advance of the proposed event. All required signatures must be obtained by the sponsoring organization. Social events must be received at least (15) business days in advance of the proposed event.

- * **Advisors for student organizations must sign form before other signatures are obtained.**
- * **University Police must have 48 hours notification to work an event.**
- * **If set-up information is not provided with Space Request Form, a general set-up will be provided.**
- * **A complete list of the advisors or chaperones for all social events must be submitted in writing to the Office of Student Involvement and Leadership.**
- * **Student organizations must be registered with the Office of Student Involvement and Leadership.**
- ** **Must be signed before other signatures below.**

FACILITY MANAGER

UNIVERSITY POLICE
(1900 Reeker Street)

SPECIAL EVENTS
(Physical Plant)

DEAN OF STUDENT INVOLVEMENT AND LEADERSHIP
(218 Student Union)