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, Student Union, Room 218 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)**

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DEAN OF STUDENT INVOLVEMENT AND LEADERSHIP
(Student Union, Room 218)

Reset Form | Print Form