



# 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)

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