CAMPUS EVENT APPLICATION FORM

The purpose of this application is to create a more systematic approach to managing requests for use of facilities by internal and external groups. An application must be submitted through the Events Office in order for proper coordination with UPD, Facilities, ITS, CAS, Residential Life, and Athletics (not all offices will be applicable to every event). Whenever a request is made for the use of College Facilities and any of the following criteria are present a Campus Event Application Form must be completed and submitted to Campus Events Coordinator at least thirty (30) business days prior to the scheduled event.

- Any event, either campus or community sponsored, where the anticipated attendance is expected to be greater than 100.
- Any event to which the public is invited.
- Any event sponsored by an outside agency or group.
- Any event at which it is anticipated that controversial material may be presented.
- Any event at which a dignitary is expected to be in attendance.

TODAY'S DATE: ____________
NAME OF EVENT: ____________________________ DATE OF EVENT: ____________
ORGANIZATION: ____________________________

GENERAL INFORMATION

POINT OF CONTACT: ____________________________ EMAIL: ______________ PHONE: __________
EVENT CO-SPONSORED BY: _______________________ ESTIMATED ATTENDANCE: ______________
ACADEMIC EVENT: YES: ____ NO: ____ COMMUNITY EVENT: YES: ____ NO: ____
FUNDRAISING EVENT: ____________________________ START TIME: ________ END TIME: ________
LOCATION: ____________________________ TOPIC: ____________________________
DIGNITARIES ATTENDING: YES: _____ NO: _____

A CO-SPONSORED EVENT should have a relationship to the College through its programs, its students, or its community involvement and be complementary to the overall mission of the College.