

Student Organization Event Request Application

OFFICE OF THE REGISTRAR/STUDENT SERVICES



THE FIRST PAGE OF THIS APPLICATION AND THE 'EVENT LOCATION' AND 'ADVISOR ACKNOWLEDGEMENT' SECTIONS ON PAGE TWO MUST BE SUBMITTED WITHIN AT LEAST 30 CALENDAR DAYS OF THE EVENT TO:

1. Communication and Marketing Office
2. Facilities Management Office
3. Risk Management Office
4. Dean/Program Director's Office or Registrar/Student Services Office
5. Campus Chancellor (if required)

CONTACT INFORMATION

ORGANIZATION REQUESTING EVENT: _____ CAMPUS: HD OR SJ

PRIMARY STUDENT CONTACT NAME*: _____

*The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____ PHONE: _____

ORGANIZATION ADVISOR NAME: _____

ADVISOR ROSEMAN EMAIL: _____ ROSEMAN PHONE: _____

PROPOSED EVENT

EVENT NAME: _____

EVENT DATE(S): _____ TIME(S): _____

EVENT TYPE:

- Social Event: Examples include a class party, dance, etc.
- Health Fair
- Blood Drive
- Fund raiser for a Non-Roseman Organization
- Other: Briefly state event type: _____

EVENT DESCRIPTION: Please provide an overview of this event. Identify the major participants in the event (including, if applicable, the name of the faculty/staff member attending the event), what are the major activities of the event, how the organization's members will be involved in the event, and why the student organization wishes to participate in this event.

- If this is an on-campus event, the advisor must complete a 'Facilities Reservation Form' \geq 14 business days before the event.
- If the general public is invited to campus AND the event is not sponsored by a specific College or Program, e.g., a 5K Run or it is a charity event open to the general public that takes place on campus property, the event **must** be approved by the Campus Chancellor.

DESIGNATED ACADEMIC PROGRAM/UNIVERSITY ADMINISTRATOR EVENT APPLICATION ENDORSEMENT

- Student organizations classified as 'Academic Program Based' or 'Inter-professional' must have the event endorsed by
- the appropriate Dean's/Program Director's Office(s).
- Student organizations classified as 'General' must have the event endorsed by the Registrar/Student Services Office.
 - The Designated Administrator below endorses this application (Academic Program or University Administrator).

Academic Program/University Official: Printed Name, Signature and Date

EVENT LOCATION

ON-CAMPUS EVENT IN HENDERSON	<input checked="" type="checkbox"/> Building and Room Number	Room Name or Number	Facilities Form Attached
	Building 4		<input type="checkbox"/> YES
	Building 11		<input type="checkbox"/> NO
ON-CAMPUS EVENT IN SOUTH JORDAN	<input checked="" type="checkbox"/> Building and Room Number	Room Name or Number	Facilities Form Attached
	Building 10 (South building)		<input type="checkbox"/> YES
	Building 11 (Dental building)		<input type="checkbox"/> NO
OFF-CAMPUS EVENT	Facility Name		Facility Address
			<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor

ADVISOR ACKNOWLEDGEMENT

By submitting this application I acknowledge that:

- I am required to attend the event or to make arrangements for another faculty/staff member to replace me if I am unable to participate in the event.
- The student organization is responsible for fees associated with excessive custodial and/or maintenance services that were incurred because of the organization's on-campus event or for financial penalties/damages that resulted from the organization's involvement in an off-campus event.
- I contacted the offices of Communication and Marketing, Facilities Management and Risk Management and, if required, the appropriate Dean/Program Director's Office to determine what, if any, requirements they have for this event.

Student Organization's Faculty/Staff Advisor: Printed Name, Signature and Date

EVENT APPROVALS – These must be obtained 14 business days before the event.**Communication and Marketing Office (CMO) Event Application Approval**

- The Communication and Marketing Office approves the application.

CMO Designated Administrator: Printed Name, Signature, and Date

Facilities Office (FO) Event Application Approval

- The Facilities Office approves the application.

FO Designated Administrator Printed Name, Signature, and Date

Risk Management Office (RMO) Event Application Approval

- The Risk Management Office approves the application.

RMO Designated Administrator: Printed Name, Signature, and Date

Campus Chancellor Event Application Approval – if needed*

*If the general public is invited to an off-campus event AND the event is not sponsored by a College or Program, e.g., a 5K Run or this is a charity event held on campus that is open to the general public, the event must be approved by the Campus Chancellor.

- The Campus Chancellor approves the application.

Campus Chancellor: Printed Name, Signature, and Date

Distribution List for the Event Approval Sheet When All Approvals have been obtained: Registrar/Student Services, Communication and Marketing, Facilities, Risk Management, and, if required, Dean/Program Director's Office and Campus Chancellor
