

### Campus Event Request Form

Incomplete applications will NOT be accepted.

**This form is for club events in non-preapproved ASU locations and require a minimum 1 month advance notice.**

**Club Advisor must be present during the ENTIRE event.**

#### Event Details

Club Name:

Event Name:

Point of Contact (must be Academic Club Advisor):

Email:

Phone:

Event Date:

Specific Event Time:

Set-up Time:

Location:

Estimated number of Participants:

Please check all that apply:

<input type="checkbox"/> Is this event open to the general public? <input type="checkbox"/> Will non ELAC students participate in this event?
<input type="checkbox"/> Will the event include any of the following - outside vendors, guest speakers, performers, etc.
<input type="checkbox"/> Food Sales-all members involved have viewed food handling videos and completed Food Preparation Test.
<i>Note: additional forms or restrictions may apply.</i>

Summary of Event:

If applicable provide set-up details (*attach layout*) and/or details of equipment/technical needs:

Disclaimers: We reserve the right to cancel this event(s) at any time if information provided and or college policies are not followed. The college reserves the right to change or update conditions without notice.

*\*We reserve the right to change policies and/or procedures without notice\**

List the quantity of the items requesting below:

Items Available	Quantity Requested	OFFICE USE ONLY				
		ASU Provided (Y/N)	Request items from Plant Facilities (Y/N)	Item Number(s) OUT	Item Number(s) IN	Staff Initial Out - In
Canopy						-
Extension Cord						-
Ice Chest						-
Cash Box						-
Table						-
Chair						-
PA System						-
Projector						-
Screen						-
Plastic Cart						-
ELAC Seal:						-
Other:						-

**IMPORTANT**

**Read and initial the following:**

\_\_\_\_\_ All event hosts need to clean up after the event. Minimum 30 minutes clean up time after event ends. Latest event end time is 10PM. If requesting a later end time, approval must come from the Admin Services.

\_\_\_\_\_ Any major events (i.e. concerts, all events after regular office hours) require security services. There is a fee that needs to be settled with the Admin Services.

**By signing below, you agree that you understand and will follow the guidelines indicated. Remember that the use of school facilities is a privilege not a right. We reserve the right to revoke those privileges at any time if policies are not followed.**

\_\_\_\_\_ Advisor (Print)                      \_\_\_\_\_ Advisor Signature (Required)                      \_\_\_\_\_ Ext/Phone #                      \_\_\_\_\_ Date

<b>Approvals:</b>	
<b>The following signatures indicate conditional approval of event.</b>	
Location Lead/Title/Signature (if applicable): _____	Date: _____
<i>Please list any addition requirements:</i> _____	
Dean of Student Activities: _____	Date: _____
Vice President/Student Services: _____	Date: _____
<b><i>The following is provided by Admin. Services and confirms reservation and final approval of event.</i></b>	
Permit Generated (Yes/No): _____	Permit # (if applicable): _____ Date: _____

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