

Student Organization Activities Request Form

Instructions This completed form must be submitted to the Center for Student Life and Leadership Development (CSLLD) at least four (4) weeks prior to the date of the event. The Student Life and Leadership Manager will review details of the event and gather additional information as is necessary. No event is approved until written confirmation is provided by the CSLLD. All activities must be sponsored by a recognized campus group, organization, or office/department.

Have you reviewed and completed an Events Checklist? Yes No

Activity Name _____ Sponsoring Group _____

Please provide a brief description of the event.

Student Lead _____ Phone/Email _____

Group Advisor _____ Phone/Email _____

Event Monitor _____ Phone/Email _____

If different from group's primary advisor. Must be a college employee.

Facility Requested _____ Date(s) _____ Start Time _____ End Time _____

Estimated Attendance _____ Admission Fee (if any) _____

Will food be served? Yes No If yes, what? _____

Will this event include amplified sound? Yes No If yes, what? _____

Is this event being cosponsored by an off-campus, third-party group? Yes No If yes, what group? _____

Will this event be open to the off-campus community? Yes No

Media Equipment Sound System Microphones # _____ MP3 Connector Other _____

Facilities Tables # _____ Chairs # _____ Podiums # _____ Stage _____ Other _____

The undersigned understand and agree to the following:

1. The group agrees to pay any and all fees and/or costs that may be associated with the event, including but not limited to facilities, ITS, custodial, and other charges.
2. If all necessary paperwork, including but not limited to contracts, insurance information, etc., are not on file at least two (2) weeks prior to the event, the College and/or District reserves the right to cancel the event.

Signature of Lead Student Organizer Date

Signature of Group Advisor Date

Signature of Event Monitor/Chaperone (if designated) Date

Signature of CSM Student Life and Leadership Manager Date