



# Campus Activity Request

**INSTITUTE OF TECHNOLOGY**

Name of Event or Activity: \_\_\_\_\_

Facility/Area to be used: \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

If Set-Up/Tear-Down Time Required, Please Specify

Date: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Purpose of Event or Activity: (list types of activities planned, i.e., meeting, lecture, etc): \_\_\_\_\_

Group Submitting Request: \_\_\_\_\_

Contact Person for Event or Activity: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Open to Public: Yes \_\_\_\_\_ No \_\_\_\_\_

Who Will Set-Up? \_\_\_\_\_ Self \_\_\_\_\_ Physical Plant Services \_\_\_\_\_ Other (Please Specify)

Food Services Requested? \_\_\_\_\_ Yes (If Yes, Contact Food Services @ 293-4964) \_\_\_\_\_ No

Please List any Special Services or Equipment Requested:

(If you have an Audio Visual Equipment Request, Contact the Campus Library @ 293-5080)

Student Groups Requesting Approval for a Student Organization Sponsored Activity or Trip should submit a completed Campus Activity Request Form to the Student Life Office for Approval. For Student Trip Requests, Trip Insurance Forms should be received by the Student Life Office 24 hours prior to the Date of the Trip. All other requests to reserve Areas or Facilities on the OSU Institute of Technology Campus should be submitted to the Student Union Services Office for Approval.

\_\_\_\_\_  
Responsible Party Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Approval APPROVED OR DISAPPROVED

\_\_\_\_\_  
Date