

Student Event Request Form

Today's date: _____

Title of Event: _____

❖ **Sponsor:** (must be a current staff, student, or faculty and must be on-site at event)

Name: _____ Box # _____

Phone: _____ Email: _____

❖ **Event Specifics:**

Date of Event: _____ Start time: _____ End Time: _____

Location of event (Bldg. & Room): _____

Set-up time: _____ post event clean-up time: _____

Clean Up Crew: 1) _____

2) _____

3) _____

Describe the event in detail:

(Are off-campus visitors invited? Who? DJ? Band? Movie? Refreshments? Be specific!)

Use of the pool requires a signature from Colin (Fitness Center Coord) and payment for Lifeguards.

Use of Sudakoff requires a separate event form (available online under Sudakoff).

Use of College/Cook/Caples at night or during weekends requires a separate event form (available online under Sudakoff).

Use of the Sainer Fine Arts Complex requires a reservation through Jeff Thomas (Sainer Coord).

❖ **Required Approvals:**

Director of Student Activities, Konnie Kruczek date

Campus Police date

Recommendations: _____

Dean of Students, Wendy Bashant date

Responsibilities of Clean Up Crew and/or Event Sponsor:

1. Ensure trash in designated area is picked up and thrown away/ recycled. Trash includes, but is not limited to: cups, bottles, cigarette butts, and paper products. If a trash can is full, get a new bag from the Wall Box and change it.
2. As the night progresses, look for events as they occur:
 - If a spill is made, get the mop and bucket from the Wall Box to give to the person who spilled or take care of it yourself (inside and out).
 - Check the bathrooms in Ham Center. Use baking powder in the Wall Box for vomit.
 - Be aware of what is going on. Call for back up if you need help (RA cell phone: 780.8441)!
3. If there are beverages served, make sure the area around them is clean (not sticky).
4. Make sure all items of Wall Box are returned to equipment room.

***Above should be completed at or before self-designated "post event clean up time."