

## *Appendix E*

### *Event Registration Form for Student Organizations*

***Forms must be submitted and reviewed at least two weeks prior to the event date to the Office of Student Development in the Student Union Building.***

Name of the Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Description of Event:

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Facility Reserved? \_\_\_\_ Yes \_\_\_\_ No      Facility Requesting: \_\_\_\_\_

**All facility requests should go through the Vice President of Instruction's Administrative Assistant**

Logistics:

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event is open to: Members and guests only \_\_\_\_ Campus Only \_\_\_\_ Public \_\_\_\_

Do you want this event posted on the online Student Activity Event Calendar? \_\_\_\_ Yes \_\_\_\_ No

Will the event have an admission charge? \_\_\_\_ Yes \_\_\_\_ No

Will the event require ticketing? \_\_\_\_ Yes \_\_\_\_ No

Is the event a fundraiser? \_\_\_\_ Yes \_\_\_\_ No

Are you selling anything? \_\_\_\_ Yes \_\_\_\_ No

Cost per ticket or item selling? (if applicable) \_\_\_\_\_

Are you using the outdoor amplified sound? \_\_\_\_ Yes \_\_\_\_ No

Is the event being co-sponsored by another on-campus organization? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide the co-sponsoring organization \_\_\_\_\_

Is the event sponsored or promoted by a non-college organization? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide the non-college organization name \_\_\_\_\_

Is a physical activity (dancing, trampolines, etc.) involved in this event? \_\_\_\_ Yes \_\_\_\_ No

Please explain: \_\_\_\_\_

Will food or beverages be served or sold at this event? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Will food or beverages be prepared and/or cooked on site (E.g., BBQ)? \_\_\_\_ Yes \_\_\_\_ No

**I, as an authorized officer of the above-mentioned group, agree to abide by the policies and all College regulations and city, state, and federal laws. I understand that both my organization and I may be held responsible for violations of any College policies and city, state, and local laws related to this event. I understand that I am responsible for any damages and clean-up, and will be expected to pay for any repairs to any facility damage incurred while in use by my organization.**

Contact Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Advisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**Director of Student Development**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President of Student Services**

\_\_\_\_\_  
**Date**

*Any approval required beyond the Vice President of Student Services will be escalated to the appropriate office as necessary.*