



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 OSUIT Campus should be submitted to the Student Union Services Office for Approval.

Responsible Party Designee

Date

University Approval

Date