

RECORDS OFFICE USE ONLY

EVENT DATE _____

ROOM ASSIGNED _____

INITIALS _____

RECORDS OFFICE

ROOM USE AUTHORIZATION FORM

TODAY'S DATE _____

DATE OF EVENT _____

ROOM(S) REQUESTED _____

TIME OF EVENT _____ TO _____

NATURE OF EVENT _____

ARRANGED BY _____ PHONE _____

SIGNATURE OF ADVISOR _____

SIGNATURE OF CAMPUS ACTIVITIES REP. _____

(Required for student events only)

Sign Posting Information

* Room request signs must be posted within the building announcement board located on the 1st and 2nd floors of St. Vincent's and Dunleavy. It is your responsibility to remove the sign after your event.

** Student Clubs & Organizations:

Signs may **ONLY** be posted at the approved bulletin boards across campus including but not limited to St. Vincent's, Dunleavy, and Gallagher. Visit the Campus Activities Office for sign approval and the complete posting policy.

WHITE: RECORDS

YELLOW: SECURITY

PINK: CAMPUS ACTIVITIES

GOLDENROD: APPLICANT