

Pacific University Student Event Request Form

This form must be completed and returned at least 2 weeks prior to event. Return to: Roylene Read, Scheduling Coordinator-(2011 21st St.) UC BOX 691 schedule@pacificu.edu

Contact Name: _____

Contact e-mail: _____ Contact Phone #: _____

Please state the name of the organization that your event is sponsored by:

_____ PUCCLub/organization _____ Residence Life/RHA

_____ Greeks _____ Other

Club or Organization Advisor's Name: _____

Name of Event: _____ Type of Event & Brief Description: _____

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

Location Desired: _____

Other information you feel is important: _____

Setup Needs: *For Audio-Visual equipment, contact the TIC (Ext. 3132)*

Tables _____ How Many? _____ Chairs _____ How Many? _____

Trash Cans _____ How Many? _____ Podium: _____ Stage _____

Easels _____ How Many? _____ Nothing Needed _____

Other: _____

Will you be serving food? Y ___ N ___ If yes, contact University Dining Service Ext. 2241 or email: catering@pacificu.edu .

Will you be serving Alcohol? Y ___ N ___ If yes, an alcohol permit will need to be filled out and submitted at least **3 weeks** prior to event for approval. Contact Ralph Vasey, Director of Property and Auxiliary Services (Ext. 2704).

The following guidelines for the use of Pacific University space are understood and agreed upon:
Applicant please initial:

1. _____ Sponsoring organization must be recognized by PUCCLub as a student group and the organization must have an Advisor.
2. _____ The Advisor and sponsoring organization are responsible for being in attendance at the event to monitor and enforce the university's policies and building use guidelines.
3. _____ Campus Public Safety must be provided access to the event.
4. _____ The sponsoring organization is responsible for all equipment at the event and is liable for loss or damage as determined by Facilities Department.

Approval Routing for Student Activities :

*Advisor's Signature/ Date

Steve Klein, Director of Student Activities/ Date

Campus Events Scheduling Coordinator/ Date