CAMPUS EVENT FORM

This form is used to schedule events on campus and to reserve the room/area needed by a club/organization. Every club/organization planning an event must fill out this form. This form is due to the Student Activities Office at LEAST one week prior to the intended event. It will be the sole responsibility of the club/organization to schedule stated facility on their own. ***Simply submitting a campus event form does not automatically approve the event.***

Event Title: ___________________________ Associated RSO: ___________________________

Event Date: ___________________________ _______________________________________

Start Time: ___________________________ End Time: ___________________________

Location of Event: ___________________________ ______________________________________

Individual(s) Responsible for Coordinating Event: ___________________________ ______________________________________

Email: ___________________________ Phone: ___________________________ Cell: ___________________________ S# ___________________________

Estimated Attendance: ______ Event Open to Community □Yes □No

Individual(s) Responsible for Set-Up: ___________________________ Clean-Up: ___________________________

Campus Reservations Made □Yes □No Tables □Yes □No

Food/Drink Requested from Sodexo □Yes □No Donated Food □Yes □No

Are you contracting services from a non-University entity? □Yes □No

If yes, have you received appropriate insurance? □Yes □No

If yes, have you submitted MSSU’s Performance Agreement Contract? □Yes □No

Will student be required to sign Student Waiver of Injury Form? □Yes □No

Plans for marketing event: ________________________________________________

**MEMBERS OF THE ABOVE-MENTIONED ORGANIZATION MUST RESTORE THE AREA TO ITS ORIGINAL AND PROPER CONDITION.**

____________________________________ DATE _____________

ORGANIZATION REPRESENTATIVE ___________________________ PHONE #

____________________________________ DATE _____________

ORGANIZATION ADVISOR ___________________________ PHONE #

Office Use Only

____________________________________ DATE SUBMITTED

□ APPROVED □ NOT APPROVED

____________________________________

Landon Adams Date Received

DIRECTOR STUDENT ACTIVITIES

RESERVATIONS CONTACTS FOR MSSU:

Billingsly Student Center: 417 625 9760 Melanie Epperson
(*Lions Den, Phelps Theater, The Oval, Meeting Rooms)

Taylor Auditorium: 417 625 9393 Terri Spencer

Corley Auditorium: 417 625 9318 Rita Boyer

Justice Center: 417 625 9302 Angela Bennett

Leggett & Platt: 417 625 9820 Nathan Bramwell

Cornell Auditorium: 417 625 9319 Kathy Edwards

Physical Plant: 417 625 9331 Addie Atkinson