Requestor Name: ________________________________________________ Today’s Date: ________________

Requesting Group: ________________________________________________ Cell phone #: ________________________

Per University policy, all late night events sponsored by LHU groups must be held at either the Parsons Union Building or Student Recreation Center. Please indicate your preference in location below:

- Parsons Union Building
- Student Recreation Center

Event Purpose:

- Fundraiser
- Club Program

Event Information:

*Name & Signature of Club Advisor / Chaperone of Event – This person must be present at the event for the duration of the entire event or program.

Name of Chaperone: ____________________________________________ Phone Number: ______________________

Signature of Chaperone: _______________________________________ Date: ______________________________

*By signing this form chaperone agrees to attend and be present for the duration of the entire event or program

Name of Event/Program: ________________________________________________________________

Date of Event: ______________________ Start Time: ___________ End Time: ___________

Day of week __________ Date ______________________________

*Expected Attendance: ___ ___ ___

Event Description:

Provide a detailed event/program description on reverse side of this form. Failure to provide a detailed description will result in automatic denial.

By signing below, we agree to the following terms and conditions:

1. All required information must be submitted no later than 2 weeks prior to the event. No Exceptions!
2. The requestor to the group will be contacted by the Office of Student Activities to confirm their approval of the event.
3. An advisor must be present for the duration of the event. No Exceptions!
4. You must complete your event, clean up, and vacate the facility NO LATER THAN 1:00 am.
5. Liability Waivers specific to the event must be signed by all participants upon arrival at the event.
6. All LHU Students attending the event will be required to show a university ID and sign into the event upon arrival or admission will be denied.
7. All guests must be signed in by an LHU student, must show ID, and remain with the LHU student for the duration of the event. If the LHU student who signed in the guest leaves the event, the guest must leave also.
8. There will be absolutely no admittance to anyone under the age of 18, unless previously approved by the Director of Student Activities. That approval must accompany this form.
9. All events in the Parsons Union Building will be held in the Multi-Purpose Room.
10. The Student Activities Office reserves the right to review all requests as deemed necessary. Submission of form does not guarantee space; you will be notified by the Student Activities Office to confirm or deny space reservations.

__________________________________________ ____________________________
Club President Signature Date

__________________________________________ ____________________________
Club Treasurer Signature Date

__________________________________________ ____________________________
Club/Organization Advisor Signature Date
## Detailed Event Description:

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<thead>
<tr>
<th>Office use only:</th>
<th>Office use only:</th>
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<tbody>
<tr>
<td>Facilities Coordinator</td>
<td>Date</td>
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<tr>
<td>Director of Student Rec. Center</td>
<td>Date</td>
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<tr>
<td>Director of Student Activities</td>
<td>Date</td>
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<thead>
<tr>
<th>Date</th>
<th>Public Safety</th>
<th>Comments</th>
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