

STUDENT ORGANIZATIONS OFF-CAMPUS ACTIVITY REQUEST FORM

- All signatures (Chapter President, Advisor and Owner/Manager of Business) are required BEFORE the form is submitted for consideration.
- In order to be considered, this form must be submitted in FULL, three (3) weeks prior to the date of the event.
- The event must be APPROVED by Student Engagement or Greek Life before any advertising or solicitation begins.
- Invited guest list must be turned in 48 hours after approval of the event.
- **If alcohol is to be served and/or sold, please complete the Activity with Alcohol Request Form.**
- Future events may be denied/cancelled if paperwork deadlines are not met.

Organization: _____ Date Submitted: _____

Contact Person: _____ Contact #: _____

Contact Email Address: _____

Type of Event:

☐ Party/Social ☐ Meeting ☐ Retreat/Ritual ☐ Fundraiser ☐ Sporting Event ☐ Other _____

Name of Event: _____

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

Location of Event: _____

Address: _____

If event is a fundraiser, how will the profits be used _____

This event is:

- ☐ Open to the public (cannot be held at "nightclubs, bars or saloons")
- ☐ Closed (*Invitation only*) business is closed to the public and guest list must be turned in 48 hours prior to the event.

Will alcohol be served and/or sold?

- ☐ No
- ☐ Yes (***Please complete the Activity with Alcohol Request Form instead of this form***)

Police officer who will be providing security for the event (if necessary):

Name: _____ Contact # _____

Required Signatures

Chapter President (Only)

Business Owner/Manager

Chapter Advisor (Only)

Business Contact Number

Student Engagement/Greek Life Approval

Date