

Audience (Circle all appropriate categories) :

| | | | | | |
|----------------------|--------------|-----------------|------------------|----------------------------------|----------------|
| FVSU Students | FVSU Faculty | FVSU Staff | FVSU Alumni | Grad Students | General Public |
| Prospective Students | | Community Youth | Community Adults | Academic/Professional Associates | |

Buildings and Grounds Requirements (If Applicable)

| | | | | |
|------------------|--|------------------|--|--------------|
| Number of Tables | | Number of Chairs | | Staging Size |
|------------------|--|------------------|--|--------------|

What is the earliest date that setup can be completed? _____

What is the earliest date that setup can be disassembled? _____

House Keeping Requirements _____

Comments: _____

Director of Plant Operations _____
Signature Date

OFFICE USE ONLY

FACILITY AVAILABILITY: *Availability must be coordinated with the building supervisor.*

Is this facility available for this activity/event? Yes No _____
Director

POLICE APPROVAL: *Police coverage is required according to the nature of the activity and facility requested. The Chief of Police and his/her staff will determine the number of officers necessary.*

Are officers required for this activity/event? Yes No

Number of Officers Required: Officers Hired _____ Cost Per Hr: _____

Amount Paid \$ _____

Director of Campus Police & Safety Date

Campus Life: *Required only for student organizations.*

Campus Life Representative: _____ Date: _____

Director of Auxiliary and Support Service

Approved Not Approved Facility Not Available Conference Required

Director Date

*The Office of Auxiliary and Support Services must be informed at least ten (10) working days prior to the initial approved date.

This application is not approved until the applicant receives his/her copy with "approved" specified.