

Activity Number:

LOGAN UNIVERSITY ACTIVITY APPLICATION FORM

Activity Date(s) : Starting Time: Ending Time:

Activity Description:

Requesting Organization: Approximate Attendance:

Administrative/Science/Purser Center/Wellness Center/Pavilion/Fields/Ball Courts

Room Number(s) Needed:

Number of Tables: 30"X8': <input type="text"/>	Number Of Metal Chairs: <input type="text"/>
Skirted: 3 Sides: <input type="text"/> 4 Sides: <input type="text"/>	Fans/Lights: Pavilion: <input type="text"/> Manual <input type="text"/> Timer <input type="text"/>
Number of Tablecloth(s): Linen: <input type="text"/> Plastic: <input type="text"/>	Number Of Trash Cans: <input type="text"/>
Podium: <input type="text"/>	BBQ Grill: <input type="text"/>
Signs: <input type="text"/>	Picnic Tables at Pavilion: <input type="text"/>
Sign Location(s): <input type="text"/>	Closed Parking Lot(s): <input type="text"/>
Vehicle Usage: (See Physical Plant in Room G36 to Reserve)	(See Physical Plant in Room G36 to Reserve)

Will Food Be Served*: Yes No **Will Alcoholic Beverages Be Served****: Yes No

*If Yes, complete the Addendum for Food Or Alcohol Events form which are available in room 147. Take the completed form to Food Service Consultants in the cafeteria.

***Purser Center (only)**: A "Preferred" Caterer will need to be selected for events that have food or alcohol. The caterer selection will be made in cooperation with the Purser Center Management. Note: All tables, chairs, tablecloths, skirting, etc. will need to be ordered through the caterer.

**If yes, complete the Addendum for Food or Alcohol Events form which are available in room 147. Take the completed form to Food Service Consultants in the cafeteria. A Liquor License is required.

MEDIA: <input type="checkbox"/> Document Camera <input type="checkbox"/> P.A. System/Microphone <input type="checkbox"/> Clip On <input type="checkbox"/> Hand Held <input type="checkbox"/> Stand (note): Hand held is NOT kept in room	<input type="checkbox"/> Laptop <input type="checkbox"/> Overhead Projector for Transparencies <input type="checkbox"/> Slide Projector (35mm) <input type="checkbox"/> Data/Video Projector * IF you have any media related questions, please contact media at extension 1824.
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Special Instructions:

Applicants Name: Date:
Phone Number: Email address:

FOR OFFICE USE ONLY: Approval: Office of Student Services: Date:
Payment Attached: Purser Center: Date:
Copies To: Physical Plant Purser Center Media Accounting Applicant Other:

SPECIAL NOTE: This Approval Is Subject To Change at the Discretion of the Office of Student Affairs & Purser Center Management.
Activity Forms may be obtained from the following locations: Student Affairs, Purser Center, Presidents Office, and the online Public Drive. Return completed activity forms to Student Affairs, room 147.