

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="checkbox"/>	Number Of Metal Chairs: <input type="checkbox"/>
Skirted: 3 Sides: <input type="checkbox"/> 4 Sides: <input type="checkbox"/>	Fans/Lights: Pavilion: <input type="checkbox"/> Manual <input type="checkbox"/> Timer <input type="checkbox"/>
Number of Tablecloth(s): Linen: <input type="checkbox"/> Plastic: <input type="checkbox"/>	Number Of Trash Cans: <input type="checkbox"/>
Podium: <input type="checkbox"/>	BBQ Grill: <input type="checkbox"/>
Signs: <input type="text"/>	Picnic Tables at Pavilion: <input type="checkbox"/>
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"/> Laptop
<input type="checkbox"/> P.A. System/Microphone	<input type="checkbox"/> Overhead Projector for Transparencies
<input type="checkbox"/> Clip On <input type="checkbox"/> Hand Held <input type="checkbox"/> Stand	<input type="checkbox"/> Slide Projector (35mm)
(note): Hand held is NOT kept in room	<input type="checkbox"/> Data/Video Projector

\* IF you have any media related questions please contact media at extension 1824.

**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 Services & Purser Center Management

Activity Forms may be obtained from the following locations: Student Services, Purser Center, Presidents Office, and the online Public Drive. Return completed activity forms to Student Services, room 147.