LOGAN UNIVERSITY
ACTIVITY APPLICATION FORM

Activity Number:

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

Activity Description:

Requesting Organization:
Approximate Attendance:

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

<table>
<thead>
<tr>
<th>Room Number(s) Needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Tables: 30&quot;X8&quot;:</td>
</tr>
<tr>
<td>Skirted: 3 Sides: 4 Sides:</td>
</tr>
<tr>
<td>Number of Tablecloth(s): Linen: Plastic:</td>
</tr>
<tr>
<td>Podium:</td>
</tr>
<tr>
<td>Signs:</td>
</tr>
<tr>
<td>Sign Location(s):</td>
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</tbody>
</table>

| Number of Metal Chairs: |
| Fans/Lights: Pavilion: Manual Timer |
| BBQ Grill: |
| Picnic Tables at Pavilion: |
| Closed Parking Lot(s): |

Vehicle Usage:
(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, skirtings, 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:
☐ Document Camera
☐ P.A. System/Microphone
☐ Clip On ☐ Hand Held ☐ Stand
  (note): Hand held is NOT kept in room

☐ Laptop
☐ Overhead Projector for Transparencies
☐ Slide Projector (35mm)
☐ Data/Video Projector

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

Special Instructions:

Applicants Name:
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.

[Form Revised: 8/30/2013]