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': 
Number Of Metal Chairs: 
Skirted: 3 Sides: 4 Sides: 
Fans/Lights: Pavilion: Manual Timer 
Number Of Trash Cans: 
Podium: BBQ Grill: 
Signs: Picnic Tables at Pavilion: 
Sign Location(s): Closed Parking Lot(s): 
(See Physical Plant in Room G36 to Reserve)

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, 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:
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: 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.

[Form Revised: 8/30/2013]