



**STUDENT/GREEK ORGANIZATION SUITE RESERVATION FORM**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Alternate Date(s) \_\_\_\_\_

Facility will be used for \_\_\_\_\_

Space Requested:

Time:

Front Common Area \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Back Common Area \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

PanHellenic Suite \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Interfraternity Suite \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

The University expects that its students and their guests will behave as mature and responsible individuals in all matters of conduct. Sponsoring organizations which seek to use any University facility agree to abide by all student and codes of conduct in general and the Student Organization Suite Policies and Responsibilities in particular. Student groups agree to abide by these standards and accept responsibility and liability for damages to or theft of University property. Failure to follow these regulations, including fulfilling financial obligations, will result in the suspension of use or denial of privileges of University facilities.

Student organizations are responsible for clean up after the event.

By signing this request form, you as a representative of your organization agree to abide by these requirements for facilities usage.

\_\_\_\_\_  
Signature (Club Rep.)

\_\_\_\_\_  
Signature (Advisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For Office Use Only**

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Approved by \_\_\_\_\_

Room Approved \_\_\_\_\_

Date \_\_\_\_\_

Note: Rooms are as is. No special equipment requests.

Student Organization Suite Facility Usage Policies for individual organizations

- . Student Organization Suite Reservation Forms must be submitted to the Center for Student Leadership and Activities with the signatures of the advisor and President or Club Rep.
  
- . Reservation request must be made at least one week in advance.
  
- . No permanent decoration of public space... (outside of doors, meeting room, lounge, etc.)
  
- . Alcohol is not permitted in the Student Organization Suite at any time.
  
- . The expense damage, vandalism or breakage which cannot be attributed to an individual organization will be shared among all groups.