

Tarleton State University

ACTIVITY PERMIT

The activity permit with all required signatures must be returned to the Office of Student Activities, Room 103, Thompson Student Center, a minimum of 5 days prior to the event. This form will reserve space, approve publicity, review risk factors and update the university web calendar. For more information contact Student Activities at 254.968.9256.

ROOM RESERVATION:

Name of Organization/Department: _____

Event: _____

Date(s) of Event: _____

Event Start Time: _____ () AM () PM End Time: _____ () AM () PM Number of Participants Expected: _____

Set Up: _____ () AM () PM to _____ () AM () PM Tear Down: _____ () AM () PM to _____ () AM () PM

WEB DESCRIPTION: Provide a description of the event to be used on the web calendar.

REQUIRED SIGNATURES:

Location: _____

Building

Room Name/Number

Facility Approval Signature
(note box below)

Requester's Name: _____ Signature: _____ Phone: _____
(Please Print)

Advisor's Name: _____ Signature: _____ Phone: _____
(Please Print)

Request Approved: _____ Date: _____
(Student Organizations Only) Office of Student Activities

RISK FACTORS: Do any of the following describe your event? If so, additional paperwork may be required to gain approval. Confirm requirements with the Office of Student Activities prior to finalizing activity/event.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Alcohol may be present | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Potential risk for injury | <input type="checkbox"/> Outside vendors involved |
| <input type="checkbox"/> Food involved | <input type="checkbox"/> Outdoor event | <input type="checkbox"/> Large scale/complex | |
| <input type="checkbox"/> Open to the public | <input type="checkbox"/> Involves travel | <input type="checkbox"/> Special publicity | |

Thompson Student Center Set Up

Set Up:
 Begin Time ____ () AM () PM
 End Time ____ () AM () PM
 Set Up Diagram Attached: () yes () no
 Number of People Expected: _____
 Special Equipment Needed: _____

Approval of University Facilities

Academic Classrooms	Registrar's Office
College Farm	Agriculture Center Manager
Dining Hall	Director of Food Service
Fine Arts Center	Director of Fine Arts Center
Hunewell Bandstand	Director of Student Center/Activities
Intramural Complex/Recreational Sports Center	Director of Recreational Sports
Library	University Librarian
Outdoor Areas	Director of Student Center/Activities
Patio	Director of Student Center/Activities
Residence Halls	Director of Housing
Thompson Student Center	Director of Student Center/Activities
Wisdom Gym/Swimming Pool/Parking Lot	Department of Physical Education