

# Tarleton State University

FOR OFFICE USE ONLY  
Date Received: \_\_\_\_\_  
By: \_\_\_\_\_

## 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.  Check here if you do not want this posted to web calendar.

### REQUIRED SIGNATURES:

Location: \_\_\_\_\_

Building

Room Name/Number

Facility Approval Signature  
(note box below)

Requester's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Please Print)

Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(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.

- Alcohol may be present
- Food involved
- Fundraiser
- Open to the public
- Outdoor event
- Involves travel
- Outside vendors involved
- Potential risk for injury
- Large scale/complex
- 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 Activities/TSC
Intramural Complex/Recreational Sports Center.....	Director of Recreational Sports
Library.....	University Librarian
Outdoor Areas.....	Director of Student Activities/TSC
Patio.....	Director of Student Activities/TSC
Residence Halls.....	Director of Housing
Thompson Student Center.....	Director of Student Activities/TSC
Wisdom Gym/Swimming Pool/Parking Lot.....	Department of Physical Education