



Campus Event Scheduling Form

Requester Information

Group Name:	Contact E-mail:	Date of Request:
Requestor:	Contact Phone:	Date of Event:
Sponsor/Advisor:	Account #:	Start Time/End Time:
Advisor/Sponsor E-mail:	CPO:	Location of Event:

Type of Group

<input type="checkbox"/> Club/Organization	<input type="checkbox"/> Department	<input type="checkbox"/> Center
<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Office	<input type="checkbox"/> Off-Campus

Type of Event

<input type="checkbox"/> Program	<input type="checkbox"/> Demonstration*	<input type="checkbox"/> Fundraiser
<input type="checkbox"/> Display *	<input type="checkbox"/> Campaign	<input type="checkbox"/> Reception (Banquet or Ceremony)

*Student Organization will be provided a 40X40 space in front of Woods-Penn for demonstration, display and protest space. Only one permit will be approved for a 5 day work week period, not to include weekends.

Details

<input type="checkbox"/> Event is open to students only	<input type="checkbox"/> Event is open to campus only	<input type="checkbox"/> Event is open to the public
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Description of Event:

Event Conditions:

Organizers Must:

- Use of Phelps-Stokes requires Academic Services signature; see Club Handbook for approved locations of campus events
- Event must be confined to pre-approved location and abide by pre-approved beginning and ending times
- Event materials must be removed by pre-approved ending time

Acknowledgement and Approval

This form must be completed at least two (2) weeks prior to the date of the event. After submission of the form, the requester and sponsor will be sent an e-mail to confirm the status of the event. I agree to the above conditions and requirements for holding a campus wide event and upon approval, event will be placed on the Berea College Online Calendar. Public Safety will be informed in the event of a public demonstration or display.

Academic Services Signature	Date
Advisor/Sponsoring Department Signature	Date
Campus Life Director	Date

Internal Office Only

<input type="checkbox"/> Requester/Sponsor e-mail confirmation	<input type="checkbox"/> Event placed on BC Online Calendar	<input type="checkbox"/> Public Safety notification
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