

# College Union After-hours Form

This form is to be completed by any student group that does not currently have a designated space within the College Union but wishes to use the building after normal operating hours, and by student groups that will be using their designated space after hours and non-security list people may or will be in attendance.. Reference the College Union Afterhours procedure for additional information if necessary.

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Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Responsible party: \_\_\_\_\_

Brief description of event:

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Approximate number of attendees: \_\_\_\_\_ Location: \_\_\_\_\_

Non-security list people to attend event? Yes \_\_\_\_\_ No \_\_\_\_\_

It is the responsibility of the responsible party to obtain the signatures below for approval of this event. The responsible party assumes all responsibility for any damages or loss incurred by use of the building after normal operating hours. **I have read and agree to the specifics of the College Union After-hours Procedure.**

Responsible Party Signature: \_\_\_\_\_

## **APPROVALS:**

College Union Director Signature: \_\_\_\_\_

Dean/VP Student Affairs Signature: \_\_\_\_\_

Campus Safety Signature: \_\_\_\_\_