

Office of Student Life
MUW 1624
Phone: 329-7350 Fax 329-7192

ACTIVITY REQUEST FORM

Club Name _____

Person Requesting _____ Phone _____

Activity _____

Date _____ Time _____ Duration _____

Location _____

Signature of Club President or Vice President

Date

Signature of Director/Asst. Director of Student Life

Date

This form should be received 10 days prior to the event. If you are requesting space inside a building or if you need security, a Facilities Management Form should be filed rather than this one.