

Student Engagement and Leadership Special Event/Facilities/Concessions Form

Name of Student Organization: _____

Description/Title of Event: _____

Date(s) of Event: _____ Event Start Time: _____ End Time: _____

Location of Event: Mountainlair Brick Area Other

SPECIAL EVENT IN MOUNTAINLAIR: PLEASE FILL OUT THIS SECTION:

Room Reserved: _____

Expected Attendance: _____ Set-up Time: _____

CONCESSIONS: IF YOU ARE COLLECTING MONEY/SELLING MERCHANDISE PLEASE FILL OUT THIS SECTION:

Product Description* (merchandise/admission price): _____

**Student Engagement reserves the right to deny approval for sale of certain items.*

Cost: _____

If money is collected other than the routine assessment of members (such as dues), it is required that this form be present at the event, and that all net proceeds from the event be used for the organization, and/or donated to a charitable organization.

- One copy of this form is to be filed with the organization's advisor and treasurer
- One copy must be present at the time of the concessions operation.

If an outside vendor operates your concession, this form must be given to the vendor at the point of sale.

Your advisor's signature must be included on this form. Your signature below indicates you have read this form in its entirety and agree on behalf of your organization to adhere to its instructions and policies.

Advisor's Name: _____ E-mail: _____

Advisor's Signature/Date: _____ Phone: _____

Representative's Name: _____ E-mail: _____

Representative's Signature/Date: _____ Phone: _____

Student Engagement Approval/Date: _____