



Date of Application: _____

PLEASE NOTE: Requests for PA systems, or any audio visual equipment needs to be made directly with the Audio Visual Department by the user.

If you are serving food (for sale or given away at no cost) you need to have Martin Testa, food services initial this form:

Martin Testa _____

INSTRUCTIONS TO MAINTENANCE

Person/Organization
Requesting Facilities

Phone Number

Facilities Requested

Date Requested

Time Requested

Nature of Activity

Special Set-Up:
(Tables, Chairs, podium,
etc) Diagram if Necessary

Signature of Person Requesting Facility

Approval: Student Activities

Office Use:

Approved Date

To Maintenance:
