



# Request For Hall/Lounge Space by Approved Student Organizations

**Please Note:** Because of the large number of degree recitals scheduled during the latter part of each semester, the only special event requests that will be considered are those that will take place in the first 7 weeks of the fall semester and first 6 weeks of the spring semester.

**All requests must be approved by Kyley McClain, Residence Life and Student Activities Coordinator.**

Date of request: \_\_\_\_\_

Organization requesting the hall: \_\_\_\_\_

Hall requested: \_\_\_\_\_

Date requested: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

Please include type of event (e.g. recital, meeting, benefit concert), reason for the event, and in the case of a performance, all instrumentation. Use the back of this form if you need more room. Performances involving 4 musicians or more will require the approval of the Ensembles Office.

Contact person: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please fill out this form completely before requesting approval from the Office of Residence Life and Student Activities.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Kyley McClain, Residence Life and Student Activities Coordinator

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Linda Goodwin, Director of Ensemble Operations

**PLEASE TAKE THIS COMPLETED AND SIGNED FORM TO CONCERT OFFICE OR REGISTRAR TO RESERVE YOUR SPACE.**

**Please remember that approval does not guarantee a space in the halls. Hall space is subject to availability.**