

SAM HOUSTON STATE UNIVERSITY  
LOWMAN STUDENT CENTER

REQUEST FOR EXTENDED OPERATIONAL HOURS

Today's Date: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Early Opening*     | Time: _____  |
| <input type="checkbox"/> Late Closing*      | Time: _____<br>Not later than 1:30 a.m.            |
| <input type="checkbox"/> Opening on Holiday | Time: _____<br>\$50.00 per hour or portion thereof |

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

Program Date: \_\_\_\_\_

Facility: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

LSC Reservations Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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

**All events must conclude by 1:00 a.m. and the building must be vacated and secured by 1:30 a.m.**

\*Off Campus Groups are charged \$50 per hour or portion thereof for Early Opening or Late Closing. All other groups are charged \$25 per hour or portion thereof.

Activities should conclude approximately one half hour prior to the above, agreed late closing time to allow participants time to vacate the facility and the building to be secured. Delay in securing the building as a result of program participants not exiting the building prior to the above, agreed late closing time will result in an additional assessed fee of \$50 per hour or portion thereof.

Request for extended operational hours must be made at least one week prior to event.