

SAM HOUSTON STATE UNIVERSITY
Lowman Student Center
Student Organization Special Event Request
(Please procure signatures in sequenced order)

Facility requested: _____ Date of event: _____

Anticipated Attendance: _____ Off-Campus Guests: Yes No

Type/Name of Event: _____

Time of Event: _____ Am / Pm to _____ Am / Pm

Student Organization: _____

Student Making Request: _____

Student Phone Number: _____ E-mail Address: _____

A brief description of the event should be provided on the back of this form.

Special Event Request continued on reverse side.
Both sides must be completed for the request to be processed.

One or more uniformed University Police Department Officers (or their designee) shall be required to be on duty throughout the duration of each special event. Charges for police service will extend for one-half hour beyond ending of even to allow time for participants to vacate facility.

As the authorized representative, I understand and agree to the following statements: "The information I have provided is true and accurate. If anything changes, I will notify the LSC Reservations Office in writing a minimum of two (2) business days in advance. If false or misleading information is provided, then both individual and organization disciplinary action will follow. I also agree that it is my responsibility to be familiar with the applicable LSC Operations Policies as they relate to the event described on this request."

(1.) Student Signature: _____ **Date:** _____

(2.) Student Org. Advisor Signature: _____ **Date:** _____

(3.) University Safety Officer Signature: _____ **Date:** _____

(4.) University Police Department Signature: _____ **Date:** _____

Number of officers required: _____ Time Officers Required: _____

UPD not required for this event. Recommend waiver of LSC policy requiring UPD during this Special Event.

(5.) Student Activities Rep. Signature: _____ **Date:** _____

(6.) Facility Reservationists Signature: _____ **Date:** _____

(7.) LSC Director Signature: _____ **Date:** _____

Description of event:

