

SAM HOUSTON STATE UNIVERSITY CAMPUS RESERVATIONS REQUEST

(Request must be received 2 days in advance)

Organization	Today's Date		
Location of Event	<input type="checkbox"/> Mall Area*	<input type="checkbox"/> Colony Park	<input type="checkbox"/> Farrington Pit
	Other: _____ (please specify exact location)		
Name of Event: _____			
Date of Event: _____	Time: _____	to _____	
	(beginning)		(ending)
Type of Event:	<input type="checkbox"/> Promotional Table	<input type="checkbox"/> Food Sale/Giveaway*	<input type="checkbox"/> Ticket Sales
Sponsoring:	<input type="checkbox"/> Off Campus Organization	<input type="checkbox"/> Other	
Program Details: _____			

Special Arrangements: (check each) Trash Cans Water Sprinklers Off Amplified Sound*
**If this item is checked, review and comply with the policy on the back of this form.*

Number of Card Tables and Chairs requested : Card Tables: _____ Chairs: _____

All requests for card tables and chairs must be confirmed with LSC Information Center

We are familiar with Student Services Policies and other related university policies concerning facilities use. We assume total responsibility for the use of the facility and for any additional cost of operations or exceptions to information stated above.
Misrepresentation of information given above may result in disciplinary action.

Printed Name & Signature of person making reservation	E-mail address	Local Phone
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Printed Name & Signature of Faculty Sponsor	Date	Phone
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*****For Administration Use Only*****

Date reservation received: _____ Approved Denied

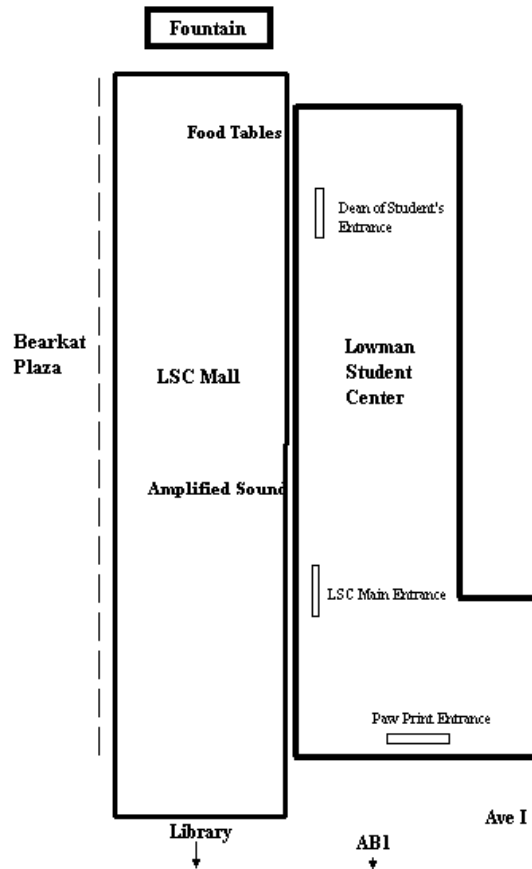
Cleared by: (University Official) _____ Date: _____

****Confirmation of some requests may require approval signatures of departments checked below****

<input type="checkbox"/> University Safety Office: _____	<input type="checkbox"/> University Police: _____
<input type="checkbox"/> Student Activities: _____	<input type="checkbox"/> Grounds Department: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> ARAMARK: _____

Mall Area events must be held in the LSC Mall. The LSC Mall is defined as the area between the Fountains and the Ave I end of the LSC and between the LSC and the edge of Bearkat Plaza.

Bearkat Plaza is not a part of the LSC Mall. LSC tables and chairs are not to be taken into Bearkat Plaza.



AMPLIFIED SOUND

Amplified sound in the LSC Mall area shall be limited to the hours of 11:30am to 1:00pm and 8:00pm to midnight on class days and will be located in the Amplified Sound area only. On non-class days, amplified sound shall be permitted from 8:00am to midnight. Only one amplified sound event will be allowed at a time in the LSC Mall area. Generated sound output shall not be directed toward AB1, Dan Rather or Smith-Hutson building. The sound output shall be kept at a level that will not interfere with the normal academic activities on campus. If the sound output is too loud and therefore unacceptable, the Dean of Students, Director of the Lowman Student Center, or their designee will ask that the sound output be either turned down or off.

FOOD EVENTS

All food events must be approved by the Director of Dining Services/ARAMARK located in Smith Hall. Any food event that is not catered by ARAMARK must be set up in the designated food area in the LSC Mall. The area between the Dean of Student Office entrance and the fountains is the designated food area.

If you have any questions please call the LSC Office at 936-294-1759.