

SAM HOUSTON STATE UNIVERSITY
LOWMAN STUDENT CENTER
REQUEST FOR EXTENDED OPERATIONAL HOURS

Today's Date: _____

Early Opening* Time: _____

Late Closing* Time: _____

Special Opening Time: _____
\$50.00 per hour or portion thereof

Organization: _____

Program: _____

Program Date: _____

Facility: _____

Organization Representative: _____

For Student Organizations Only

Student Organization Advisor Signature

Date

Student Activities Director/Asst. Director Signature

Date

LSC Reservations Coordinator Signature

Date

Approved LSC Director Signature

Date

All events must conclude by 1:00 a.m. and the building must be vacated and secured by 1:30 a.m. (Exceptions may be made on a case by case basis.)

*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.