

Lowman Student Center

Sam Houston State University Student Organization Special Event Request

Facility requested: _____ Date of event: _____

Anticipated Attendance: _____

Type/Name of Event: _____

Time of Event: _____ A.M. / P.M. to _____ A.M. / P.M.

Time room needed prior to event for set-up: _____

Student Organization: _____

Student Making Request: _____

Student Phone Number: _____ E-Mail Address: _____

- Is an admission or entry fee being charged? Yes No
- How many tickets are being sold or handed out? _____
- Are off-campus guests attending? If so, who? _____

- How will the event facility entrance be monitored? _____

- How is the function being advertised? On or off campus? _____

Description of Event: _____

Have you reviewed the SHSU Risk Management guidelines? Yes No

Does this event comply with the SHSU Risk Management guidelines? Yes No

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(Please procure signatures in sequenced order)

(1) Facility Reservationist Signature: _____ Date: _____

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

(3) University Police Department Signature: _____ Date: _____

Number of officers required: _____ *Time officers required:* _____

(4) Student Activities Dir. /Asst. Dir. Signature: _____ Date: _____

This event complies with the SHSU Risk Management Guidelines. Yes No

(5) LSC Director Signature: _____ Date: _____

LSC Operations Policy Paragraph II.D.1.n-Special Events

1. Special events that are fundraisers sponsored by student groups that attract off-campus attendees are limited to 750 people, depending on the event. Programs that use a disc jockey (DJ) service must be noted on the LSC Room Reservation Request Form and will be considered a Special Event.
2. The LSC Student Organization Special Event Request form will be completed and turned in to the LSC office at least 5 working days prior to the event. Once the form is turned in to the LSC office, any changes to the event may require completion of a new Special Event form.
3. The number in the "Anticipated Attendance" line of the Special Event form will include everyone in the room. This includes but is not limited to spectators, performers, staff, organization members, and so forth.
4. Security requirements will be determined by UPD and will be guided by the total number of "Anticipated Attendance" and the Sam Houston State University Risk Management Guidelines.
5. UPD will be requested to be on site at the time the group wants the "doors open" for the event and will remain on site until 30 minutes after the event ends. The "Time of Event" line on the Special Event form and the "Time Officers Required" line must meet this requirement.
6. The LSC staff will provide wristbands based on the number in the "Anticipated Attendance" line for the event. The LSC staff will deliver the wristbands for the event. The wristbands will be given to the student organization's "person in charge" no earlier than two hours prior to the doors opening or at a mutually agreed time. Before the doors are opened for the event, the LSC staff will inform the UPD security staff of the color/type wristbands issued for the event.
7. UPD and the "person in charge" of the event will ensure that no one enters the event unless they have the correct wristband on and it is easily visible. If at any time people enter the event without the appropriate wristband, the LSC staff will ask the "person in charge" to stop the event to make an announcement for those people without wristbands to leave. If there are still people in the room without the proper wristbands, the LSC staff will turn off the sound and turn on the lights until only people with the proper wristbands are in the room.

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 and the SHSU Risk Management Guidelines as they relate to the event described on this request."

Student Signature: _____ Date: _____