

Mississippi Valley State University
 14000 Highway 82 West
 Itta Bena, Mississippi 38941

Facility Reservation Form

_____ CAMPUS ORGANIZATION/DEPARTMENT _____ OFF CAMPUS GROUP

Please TYPE or PRINT

NAME OF EVENT _____

SPONSORING ORGANIZATION/DEPARTMENT/GROUP _____

PERSON REQUESTING FACILITY _____ Contact Number _____

CAMPUS / LOCAL ADDRESS _____ E-mail Address _____

Facility Requested _____ Room/Area _____

FACILITY Date(s) Requested _____

USAGE Time Requested FROM: _____ TO: _____ Actual Time of Event FROM: _____ TO: _____

IS THIS A	YES	_____	Admission Price: w / ID \$
FUND RAISING	NO	_____	Admission Price: wo / ID \$
EVENT?			

(A Request to Conduct Fund Raising Form must be completed if fundraiser is for a Registered Student Organization)

ARE YOU REQUESTING FOOD/EQUIPMENT?	YES	NO	FEES	
Food (Reserve with Food Service)			Building Rental	\$
PA System (Reserve with Facilities Management)			University Police	
Tables (Reserve with Facilities Management)			(Number X Cost)	
Chairs (Reserve with Facilities Management)			Technician	
Other			Other	
Other				
			TOTAL	

The following signatures denote approval of this request. Signatures 1-7 are needed for **CAMPUS** groups. Signatures 1,4, 5,6,7,8,9, and 10 are needed for **OFF-CAMPUS** groups. Please obtain them in the numbered order of their appearance.

APPROVAL

1. _____ Date _____ 6. _____ Date _____
 Person Requesting Facility Director of University Police

2. _____ Date _____ 7. _____ Date _____
 Student Organization President Vice President for Student Affairs

3. _____ Date _____ 8. _____ Date _____
 Advisor to Organization Vice President for Business & Finance

4. _____ Date _____ 9. _____ Date _____
 Director of Student Leadership & Enga Director of Food Services

5. _____ Date _____ 10. _____ Date _____
 Manager of Requested Facility Facilities Management

COMPLETED FORM	Return the completed original form to the Jacob Aron Student Center, Room 105 no later than seven (7) days prior to the date of the event with all the necessary signatures.
COPIES TO	The Office of Student Leadership & Engagement will mail copies to all of the necessary parties.

Note: The Mississippi Code prohibits the possession of firearms and the use of drugs and alcoholic beverages on all state supported campuses.

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