



OFFICE OF STUDENT LIFE

LANGSTON UNIVERSITY INTERNAL FACILITY USE REQUEST FORM

Faculty Staff

Date

Department

Contact Person

LU Email

Telephone

Fax

Requested Location(s)

Alternate Location(s)

Event Information

Please note that all programs scheduled outside of the University's standard working hours (8 a.m. - 10 p.m. on week days and weekends) are subject to billing charges at the non-business hour rates.

Event Date

Start Time

End Time

Event Title

Purpose/Description of Event:

Expected Attendance

Will the event be advertised? Yes No If yes, where?

Will the event be open to the general public? Yes No

Will food be served? Yes No

Name of Caterer

Tables Needed? Yes No Quantity

Chairs Needed? Yes No Quantity

Podium(s) Needed? Yes No Quantity

Trash Cans Needed? Yes No Quantity

Stage Unit Needed? Yes No Quantity

A/V Equipment needed? Yes No Type:

Campus Police: The Office of Student Life will determine if officers are required.

Will goods or services be offered for sale? Yes No **(if yes, contact Sodexo at ext. 3359)**

Special Needs

Request MUST be submitted a minimum of fourteen (14) business days prior to the date of the event to the Office of Student Life (OSL), Student Success Center, Room 212 or by e-mail to studentlife@langston.edu. This form must be completely filled out in order for it to be processed and approved.

The completion of this form does not guarantee the security of the request. All request are subject to cancellation upon the review by the OSL and or the Division of Student Affairs

Langston University reserves the right to change facility assignments or cancel any previously scheduled event if such change or cancellation is made to meet the needs of the university.

Signature

Date

FOR OFFICIAL USE ONLY

Approved

Denied

Comment _____

Signature _____ Date _____

Director of Student Life