

REQUEST FOR USE OF CAMPUS SPACE

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

THIS FORM MUST BE SUBMITTED IN SUFFICIENT TIME SO THAT ALL REQUIRED APPROVALS MAY BE RECEIVED AT LEAST TEN DAYS BEFORE THE DAY OF THE SCHEDULED EVENT. ADDITIONAL TIME MAY BE REQUIRED FOR EXTRAORDINARY EVENTS.

EVENT SUBJECT TO CANCELTION OR CHANGE DUE TO UNIVERSITY AND STATE OF ILLINOIS COVID-19 AND RESTORE ILLINOIS POLICIES.

Event Contact Information

Name: _____

Phone Number: _____ Email Address: _____

Organization Name: _____

Is this request for an off-campus organization? Yes No

Event Details

Event Title: _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Expected Attendance: _____

Description of Event:

Campus Area Requested (please be specific):

For Student Groups or Student Related Activities:

Please submit to: Vice Chancellor for Student Affairs
Student Services Building, Suite 488, Mail Code 4308
Email: tenab@siu.edu

For Other University or External Groups:

Please submit to: Vice Chancellor for Administration and Finance
Anthony Hall Room 214, Mail Code 4315
Email: vcaf@siu.edu

For Space in the Alumni Plaza:

Please submit to: SIU Alumni Association
Woody Hall Room 298, Mail Code 6809
Email: cathiem@alumni.siu.edu

Office Approval:

Approval Date: