

# 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 Center Administration Office, Mail Code 4407  
Email: [scenter@siu.edu](mailto:scenter@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](mailto: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](mailto:cathiem@alumni.siu.edu)

Office Approval:

Approval Date: