

Application to Sponsor an Activity | On-Campus

This form must be filled out completely at least one week in advance before a PPSC Club/Organization can hold an ON-CAMPUS event. One advisor is needed for functions involving club members only; two advisors are required for any all-college function and/or functions open to the public.

Name of Club/Organization _____ Today's Date _____

FUNCTION INFORMATION

Describe the nature of the function (be specific):

Campus function will be held at: CC DTC RRC

Location of function (room, building, etc): _____

Please reserve the space/location BEFORE submitting this form to ensure availability. To book a contact table at CC, call 719-502-3001. For meeting space at CC, ext 2019 | DTC ext 2097 | RRC ext 2102

Date of Function _____ Beginning at _____ am pm Ending at _____ am pm

Set-Up Time _____ am pm Take Down Time (cleaning) _____ am pm

In the event your club/organization fails to clean the area following the event, your account may be charged for expenses incurred to hire additional custodial staff.

Participation limited to (mark all that apply):

- PPSC Students PPSC Students & Guests Club/organization members only
 Open to the Public Faculty & Staff

Will admission be charged? No Yes: Cost of Admission _____

Will refreshments be served? No Yes Caterer _____

if catering for 100 or more, you must use Sodexo as your caterer per PPSC Food Service Contract. If less than 100, we still recommend starting with Sodexo for right of first refusal. 719-262-4485

Functions that anticipate the attendance of 200 or more must contact Public Safety at ext. 2900 to discuss additional security staff, if applicable.

Room/Area Set-Up needed? No Yes, please explain

For assistance with requests for major room-sets, please speak to the Campus Life office at the campus which the event is taking place. CC ext 2089 | RRC ext 2102 | DTC ext 2097

Audio/Visual needs? No Yes, please explain

For assistance with AV needs, please speak to the Campus Life office at the campus which the event is taking place. CC ext 2089 | RRC ext 2102 | DTC ext 2097

Requester Name _____ Signature _____ Date _____

Advisor's Name _____ Signature _____ Date _____
Box _____

AUTHORIZATION

Director of Campus Life _____ Date _____

FOR OFFICE USE ONLY:

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|-----------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> College President (C9) | <input type="checkbox"/> Advisor | <input type="checkbox"/> Public Safety (18) | <input type="checkbox"/> ITSS contacted |
| <input type="checkbox"/> VP Administrative Services (C35) | <input type="checkbox"/> Facilities & Operations (2a) | <input type="checkbox"/> Food Service | <input type="checkbox"/> Public Information (C11) |
| <input type="checkbox"/> Campus Director (C6) | <input type="checkbox"/> Facilities Booked | | |

