

Underground Event Planning & Space Request

Short Form for SDC and AB Planners

THE EVENT -----

Event Title:

Event Description:

Preferred Start and Finish Times of Event:

Preferred Date of Event:

Expected Number of Attendees:

THE PLANNERS -----

Group Sponsoring Event:

Coordinator of Event:

Event Coordinator Contact phone and email contact information:

Point person for Event the Night of the Event:

(note: this person must be at the set up, execution and clean up for the entire event)

Point Person Cell Phone during Event:

Read and understand the following...

*I understand that if there is an expectation that there will be a large number of attendees (100 or more) and/or if there will be a large number of attendees from off campus (25% or more) present for any event, the event coordinator is expected to obtain security assistance from Campus Police.

*I understand that if there is any disturbance to the community and/or damage to the Underground facility, the above mentioned event coordinator and student group will be held liable.

*Please **complete every line** of this form and return it to the Manager on duty at the Underground **at least two weeks** in advance of your preferred event date.*

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