

**SPECIAL FACILITIES AND SPACES REQUEST FORM**

Name of Contact/Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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Organization/Department (DO NOT ABBREVIATE): \_\_\_\_\_

Event Title (if applicable): \_\_\_\_\_

Date(s) and Day(s) of Week: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Table Space** (check one):

<input type="checkbox"/> Inside Student Union	<input type="checkbox"/> Inside Education Bldg.	<input type="checkbox"/> Inside Math Science Bldg.
<input type="checkbox"/> Inside University Hall	<input type="checkbox"/> Education Bldg. Steps	<input type="checkbox"/> West Side of Education Bldg.
<input type="checkbox"/> Eppler SE corner	<input type="checkbox"/> Other (please specify): _____	

**PURPOSE OF TABLE** (information dissemination, recruitment, sales, etc. If sales, please state how funds will be used):  
**PLEASE STATE IF YOU WILL BE HAVING MUSIC OR OTHER A/V AT YOUR TABLE**

\_\_\_\_\_

\_\_\_\_\_

*To rent tables and chairs outside of Union, call Materials Handling at (419) 372-2121. Charges apply.*

**Banner** (check one):

<input type="checkbox"/> Across from Business Admin.	<input type="checkbox"/> Across from Memorial Hall	<input type="checkbox"/> Inside Union - Clock Tower-facing East (2 spaces available)
<input type="checkbox"/> NE Corner of Moseley	<input type="checkbox"/> Union Oval	<input type="checkbox"/> Inside Union - Clock Tower-facing West (2 spaces available)

**Painting the Rock**

\_\_\_\_\_

**Window Splash in Union**

<input type="checkbox"/> Black Swamp Pub - Interior	<input type="checkbox"/> Black Swamp Pub - Exterior	<input type="checkbox"/> Mezzanine Level
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Permission is required from Director of Union. \_\_\_\_\_

## **Outdoor Events**

- |  |   |
|--|---|
| <input type="checkbox"/> Pedestrian Mall (Union Oval)                        | <input type="checkbox"/> West of Education Bldg.    |
| <input type="checkbox"/> Corridor between Education, Eppler, BA, and Olscamp | <input type="checkbox"/> Field N. of Anderson Arena |
| <input type="checkbox"/> Field between Saddlemire and Kreisler               | <input type="checkbox"/> Field NW of Field House    |
| <input type="checkbox"/> Saddlemire Student Services Building steps          | <input type="checkbox"/> Bell Tower Mall            |
| <input type="checkbox"/> Other (please specify): _____                       |   |

Actual Time of Event: From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

Admissions or Donations Required?  Yes  No Is event open to public?  Yes  No  
**If Yes to either of above, please specify details below.**

Food/Beverage Served?  Yes  No *If Yes, contact Catering at (419) 372-6951 at least 21 days prior to the event.*

AV equipment needed?  Yes  No *If Yes, contact IMS at (419) 372-6993 at least 48 hours prior to event.  
Charges apply.*

Amplified sound?  Yes  No Temporary Structure?  Yes  No  
If Yes to above, please provide description of sound equipment or temporary structure:

**DESCRIPTION OF EVENT** (be specific):

*To rent tables and chairs outside of Student Union, call Materials Handling at (419) 372-2121. Charges apply.*

**I AGREE TO THE TERMS AND CONDITIONS GOVERNING THE USE OF UNIVERSITY FACILITIES/GROUNDS AS LISTED IN THE BGSU STUDENT HANDBOOK AND THE STUDENT UNION POLICIES HANDBOOK.**

Signature: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (Student Union Representative) Date: \_\_\_\_\_