



FOR OFFICE USE ONLY:  
 Date Received:  
 Initials:  
 Conf.#:

**SPECIAL FACILITIES AND SPACES REQUEST FORM**

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

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

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

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

\*\*\*\*\*

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

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

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

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

**Indoor Table Space** (check one):

Inside Student Union                       Inside Education Bldg.                       Inside Math Science Bldg.  
 Inside University Hall                       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 Student Union, call Materials Handling at (419) 372-2121. Charges apply.*

**Banner** (check one):

SE Corner of Moseley                       Inside Union - Clock Tower-facing East  
 SE Corner of Eppler (1)                      (2 spaces available)  
 Across from Business Admin. (3)                       West Side of Eppler (1)                       Inside Union - Clock Tower- facing West  
 NE Corner of Moseley (1)                       Union Mall (3)                      (2 spaces available)

**Painting the Rock**   

**Window Splash in Union**

Black Swamp Pub - Interior                       Black Swamp Pub - Exterior                       Mezzanine Level

**Please schedule a meeting with the Director of the Student Union.**

**(SEE OTHER SIDE)**

## **Outdoor Events**

- Table space only \_\_\_\_\_ yes \_\_\_\_\_ no  
 Corridor between Education, Eppler, BA, and Olscamp  
 Field west of Kreischer  
 Bell Tower Mall  
 Union Mall

- West of Education Bldg.  
 Field N. of Anderson Arena  
 Field NW of Field House  
 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 (FOUND AT WEBSITE BELOW).**

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

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

Bowen-Thompson Student Union, Suite 231  
Bowling Green, OH 43403-0141  
TEL.: 419-372-9000 FAX: 419-372-7940  
[www.bgsu.edu/union](http://www.bgsu.edu/union)