VIRGINIA UNION UNIVERSITY
ON-CAMPUS ACTIVITY REQUEST FORM
FOR REGISTERED STUDENT ORGANIZATIONS, FACULTY/STAFF, AND/OR UNIVERSITY OFFICES

Please provide the information requested below. Please submit this form **no later than 2 weeks (14 days) prior to the date of the event.** Submit this form as follows:

- **Registered Student Organizations:** Office of Student Activities and Leadership, Henderson Student Center, 1st Floor
- **Faculty/Staff or University Office Requests:** Office of Audio Visual Services, L. Douglas Wilder Library and Resource Center, 2nd Floor

The scheduling of activities/events is done on a first-come, first-served basis unless preempted by the necessity of University sponsored activities/events. **Please do not advertise your event(s) prior to receiving official notification from the Office of Student Activities and Leadership that the event has been approved.**

The University may cancel any activity as the result of violations of University policy. Cancellations of approved activities/events should be reported to the University office where the request was submitted as soon as possible, but no later than two (2) days prior to the scheduled date of the activity/event. To receive a refund from Campus Police, the event must be cancelled no later than four (4) days prior to the scheduled date. If you plan to have food at your activity you must contact Thompson Hospitality at 804-257-5780 or vuucatering@thompsonhospitality.com for approval.

Please type or print ensuring all copies of this form can be read. Failure to comply with this may result in denial of the event or this form being returned to the sponsor.

REQUESTED ACTIVITY

Date of Event: _____ **Time of Event**: From _____am / pm To _____am / pm **Set-Up Time**: From _____am / pm To _____am / pm

Name of Sponsoring Organization/Faculty/Staff/Office: _____

Title of Event: _____

Full Description of Event: _____ **Name of Speaker(s):** _____

Will Event have a DJ or Music? _____ **Will Event be Advertised?** _____ **Will Tickets be Sold?** _____ **Admission Fee:** $_____

Requester Name: _____ **Phone #**: _____ **E-Mail**: _____

Requester Signature: _____ **Date**: _____

Advisor's Signature (for registered student organizations): _____ **Date:** _____

By signing above, the requesting person, advisor and represented organization accepts full responsibility for the equipment, facility and resources requested.

NOTE: Cash received from all registered student organization sponsored activities (dances, movies, bake sales, etc.) must be submitted to the Business Office and deposition into the respective registered student organization account within 24 hours or on the next available business day after the event. **Compliance with this policy is mandatory**.

Office of Student Activities and Leadership Approval (for registered student organizations): _____ **Date:** _____

FACILITY REQUEST

Facility Requested: _____ **Expected Attendance**: _____ **Check One**: (____) VUU ID (____) College ID (____) Open to Public

Building Manager/University Representative: _____ **Date:** _____

AUDIO/VISUAL EQUIPMENT REQUEST

All requests for lecterns, microphones, projectors, or any other A/V equipment, should be directed to the Office of Audio Visual Services, Wilder Library 2nd Floor. All audio visual equipment requests must be received by the office seven (7) business days prior to the date of the event. The Coordinator for the office is the primary contact for requesting equipment and any related support. If for any reason an event is cancelled and/or postponed and audio visual support is no longer needed, the office requires at least a two (2) business day notice prior to the event. Should you need additional A/V equipment after submitting this original request, please contact the Office of Audio Visual services no later than seven (7) business days prior to the event. If you need additional information, please feel free to contact the Office of Audio Visual Services at: 804-342-3895 (For a complete copy of the policies and procedures, please stop by the Office of Audio Visual Services).

Please check all equipment needed for the event:

- ☐ Microphone
- ☐ Microphone Stand
- ☐ Cordless Microphone
- ☐ Podium
- ☐ VCR
- ☐ DVD
- ☐ Television
- ☐ LCD Projector (For use with a computer/laptop)
- ☐ Overhead Projector (For use with a transparency)
- ☐ Other Audio/Visual Equipment: _____

Office of Audio Visual Services: _____ **Date:** _____

☐ Requested A/V—Equipment **Available** ☐ Requested A/V—Equipment NOT **Available**

UNIVERSITY POLICE REQUEST

All paid events and events with a large expected attendance will require Campus Police and/or Security. Please contact the VUU Campus Police Office at 804-257-5850 at least two weeks in advance of your event to arrange Campus/Richmond Police personnel and parking permits (if required). Non-budgeted groups must pay in full with this request form in the University Police Office at least one week prior to event.

Approved _____(Number) Campus Police Officers **Approved** _____(Number) Campus Police Supervisors **Approved** _____(Number) Richmond Police Officers **Approved** _____(Number) Richmond Police Supervisors

Rate of pay$ _____ per hour **Rate of pay** $_____ per hour **Rate of pay** $_____ per hour **Rate of pay** $_____ per hour

Campus Police Total $_____ **Richmond Police Total $**_____

Total Due: _____ (To be ***transferred*** to Budget #6310)

Campus Police: _____ **Date:** _____

Comptroller Verification of Transfer: _____ **Date:** _____

SET-UP REQUEST

# of Chairs Needed: _____ **# of Tables Needed**: _____ **Stage Needed**? _____

Full Description of the Desired Room Set-Up _____

_____

Department of Facilities Management: _____ **Date:** _____

NOTE: Registered Student Organizations/Faculty/Staff/Offices are required to return the room to the original condition at the end of the event. Failure to do so may result in the assessment of charges to the registered student organizations/faculty/staff/offices. If you expect a large attendance, you will be required to rent tables and chairs.