



From the Office of Student Activities:

## STUDENT ACTIVITIES FACILITY APPROVAL REQUEST FORM:

(Please email form to: [KBlake@nv.edu](mailto:KBlake@nv.edu); [AThompson2@nv.edu](mailto:AThompson2@nv.edu))

**Note:** This form needs to be filled out and approved for any club event or fundraiser by the Office of Student Activities to be input into the EMS System. (Clubs advisors can book their own club meeting rooms on the EMS system without Student Activities Office Approval)

Name of Club:

Advisor's Name:

Title of Primary Event or Activity:

Description of Event or Activity:

Date of Event or Activity:

Time of Event or Activity:

Building/Room #:

Setup/Cleanup Time of  
Event or Activity:

Maintenance requirements:

IT requirements:

Advisor's Signature:

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Activities Office Signature:

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Layout attached: