

PAINE COLLEGE
DIVISION OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
REQUISITION & AUTHORIZATION FOR USE OF FACILITIES

POLICIES AND PROCEDURES
(Must read before completing requisition form)

1. Final approval of all events must be granted at least SEVEN days before the date of the event. It is the responsibility of the organization to solicit the appropriate signatures before the deadline.
2. Attempts to forge signatures or alter this document in any way will result in disciplinary sanctions as outlined in the Student Life Policy Manual. Failure to obtain signatures in the prescribed numerical order will void the request.
3. All social functions on campus must adjourn no later than midnight on Monday-Thursday (and Sunday) and 1:00am on Friday and Saturday. The CHOICES Room requires a separate requisition form.
4. No events are to be scheduled during assembly, worship hours, or exam periods. In accordance with college policy, music played on the premises before 5:00pm on weekdays requires special approval by the Dean.
5. Organizations should be mindful of additional time needed for setup and breakdown/cleanup and should reflect those times on the requisition form.
6. If the organization plans to schedule a recurring event (e.g., a weekly rehearsal), one requisition form will be sufficient as long as an **additional document/calendar is attached** with all of the dates requested.
7. Organizations are held responsible for the actions of its members and guests. All facilities must be cleaned and in functioning order after the event has adjourned. Failure to do so may result in the organization being fined or denied future events. This includes the return of all Student Center furniture and tables.
8. If an event that has received final approval is canceled for any reason, the Office of Student Engagement and the Office of the Dean must immediately receive written notification of the cancellation. This notification should include all of the event details and be signed by the event contact and advisor. The Office of Student Engagement reserves the right to limit/cancel any and all events and/or to require additional documents before or after gaining final approval.
9. Campus representatives will only communicate with the advisors and the listed contact person in regards to the event. **Advisors are required to be present at events.** This includes meetings, parties, dances, and other social activities. Failure to have an advisor or his/her designee present will result in the event being immediately canceled.
10. If an organization invites a guest speaker/lecturer, there must be an approved Guest Speaker/Lecturer Form attached to this requisition **before obtaining a signature from the Dean.**
11. **For off-campus social functions that are open to the general public, you must obtain a Fire Marshall and Security at the expense of the organization. Paine College assumes no liability for incidents that occur off campus.**
12. Arrangements must be made to secure needed equipment/materials when obtaining signatures. Most audio/visual equipment is available through the library. Some items can be secured from the Office of Student Engagement by completing a Requisition of Student Equipment Form.
13. **Flyers must be approved and stamped by the Dean of Student Affairs and Enrollment Management before being posted on campus or online.** The event must receive final approval before conducting any marketing efforts. Submit your request for on-campus marketing efforts images to the Office of the Dean no later than Mondays at 8:00am. **Violations will cause the event to be canceled!**
14. All organizations must abide by the Paine College Student Life Policies and Student Handbook.
15. After final approval, copies will be forwarded to the following offices: 1) Student Engagement, 2) Student Government Association, 3) Facilities Office.
The Event contact person must return to the Office of the Dean to pick up a copy of the fully executed Requisition Form and to obtain determination regarding marketing materials. An email will be sent to the Official Paine College contact email of notification that documents are ready.

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On-Campus Event Off-Campus Event

Organization:		Organization Type:
Building Name:		Room Name/Number:
Facility Address:		Facility Phone:
Activity Start Date:		Activity End Date:
<input type="checkbox"/> Recurring Event	Setup Time:	Activity Time: to
Co-Sponsoring Organization/Agency/Partner:		
Activity Name & Description:		

Type of Event (check all that apply)

- Party/Dance/Mixer Campus Activity
 Community Service Fundraiser
 Meeting/Practice Other:

Participants (check all that apply)

- All Paine College Students Club/Class Members Only
 Faculty/Staff & Their Guests Open to the Public
 Guest Speaker/Lecturer Other:

Number of Participants Expected:	Admission Fee: \$	<input type="checkbox"/> Food Served <input type="checkbox"/> Special Equipment Needed	<input type="checkbox"/> Have read & understand policies & procedures
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Contact Person:	Contact Position:
Contact Telephone:	Contact Email:

Campus Representatives should print name, sign, and date in NUMERICAL ORDER as listed below:

1. _____ Organization President	_____ Signature	_____ Date
2. _____ On-Campus Organization Advisor	_____ Signature	_____ Date
3. _____ Off-Campus Advisor (Off-Campus NPHC Events ONLY)	_____ Signature	_____ Date
4. _____ Building/ Room Supervisor (On Campus Events ONLY)	_____ Signature	_____ Date
5. _____ Campus Safety (On-Campus Events ONLY)	_____ Signature	_____ Date
6. _____ Student Government Association (Only Needed for Student Organization Events)	_____ Signature	_____ Date
7. _____ Director of Student Engagement	_____ Signature	_____ Date
_____ Director of Food Services (If Needed)	_____ Signature	_____ Date

Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Dean of Student Affairs & Enrollment Management Date: _____
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Administrative Notes:
