

**FACILITIES SCHEDULING AUTHORIZATION FORM 2018-2019**

NAME OF STUDENT ORGANIZATION: \_\_\_\_\_  
(Please Print Clearly)

- Initiating the registration process grants the prospective student organization the privilege of using campus facilities. Once the registration process has been completed through the Office of Student Life, the student organization is authorized to reserve space in the Loker Student Union and other campus facilities with Reservations and Event Services.
- A student organization will be required to complete this form prior to making any facility requests. No other requests for space will be honored until the Registration Process is complete.
- By signing my signature below, I certify that all information that is provided to Reservations and Event Services is accurate. I understand that failure to provide accurate information may result in events being cancelled. I have reviewed the Campus Event Policies and fully understand my responsibilities as a representative of the sponsoring organization.

→ **Select two organization members to facilitate all of your meeting and event requests for the academic year. No other members will be authorized to request space for the student organization.**

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Member's Name (Print)	Member's Name (Signature)	Student ID:
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Alternate Member's Name (Print)	Alternate Member's Name (Signature)	Student ID:
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**AUTHORIZED BY:**

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Student Organization President (Signature)	Date
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Student Organization Campus Advisor (Signature)	Date
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**APPROVAL FOR OFFICE USE ONLY\***

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Facility Scheduler, Loker University Student Union	Date
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