**Organization Event-Space Requisition Form**

Request MUST be submitted 30 days prior to date of event by email from the advisor to tsustudentactivities@tnstate.edu.This requisition form must be completely filled out in order for it to be processed and approved.The Post-Event Evaluation Form must be submitted to tsustudentactivities@tnstate.edu within seven (7) days of the event.

Name of Organization

Building Requesting Room(s)

Desired Date(s)

Reservation Start & End Time(s) Event Start & End Time(s)

Name of Event

Required Attachment:

1. Description of Event *(Include all relevant information, desired learning outcome, and how the event supports the organization’s mission)*

Estimated Attendance Admission Requirements

Contact Person

Contact Person Email Phone #

Name of Advisor(s)

Advisor Email Phone #

Will money be collected? Yes No Will food be served? Yes No

Are there set-up needs? Yes No *(If Yes, submit Movable Properties Form with diagram.)*

Will an outside speaker be featured at this event? Yes No

*(If Yes, refer to the Off-Campus Speaker Policy & include speaker information with Required Attachment.)*

By completing and returning this form, the aforementioned organization agrees to reimburse the Office of Student Activities for any damages caused by its event to any area or object in the reserved space. The facility will be inspected before and after use. By completing and signing this form, the organization acknowledges that its advisor and (an) executive officer(s) have read and will comply with the policies and guidelines for the space managed by the office of Student Activities. The organization also acknowledges that an advisor must be present from the beginning to the end of the event and that the Post-Event Evaluation Form must be submitted no later than seven (7) days after the program/event.

Print President’s Name Print TSU Advisor’s Name

President’s Signature Date TSU Advisor’s Signature Date

**For Office Use Only**

Date Received:

☐ Event Description (with Learning Outcomes)

☐ Event Approved

☐ Event Approval Pending (Reason: )

☐ Event Denied (Reason: )

Coordinator of Registered Student Organizations Director of Student Activities

Coordinator’s Signature Date Director’s Signature Date