University of Houston Clear Lake

Student Organization Event Approval Form

NOTE: If you plan to request SGA funds in any amount for this event, you must ALSO complete an SGA Fund Request Form.

Organization(s)_____

If this event is being co-sponsored by two or more organizations, one officer from each of the co-sponsoring organizations must sign this form. Additional signatures, with title and phone number, can be written on the back.

Contact Person_____ Phone_____ Email_____

Date(s) of Event_____ Time of Event_____ to _____ Expected Attendance_____

(For multiple events such as monthly speaker meetings for an entire semester, please complete a separate form for each event.)

Description of Event_____

_____

_____

FACILITIES / FOOD / PARKING

Where event will be held_____

_____

FOR ANY ON-CAMPUS EVENT:

(a) *Facilities Request Form* filed in SLO on _____

(b) Will food/beverage be served? _____ Yes _____ No

(c) # of parking tokens needed for *off-campus* guests _____

For more information regarding facilities, food service, and parking on campus, refer to Chapter 3 of the *Organization Handbook*.

REQUEST TO DISTRIBUTE ALCOHOL

Are you planning to distribute alcohol at this event? ___Yes ___No

If "Yes" - complete and submit the *Alcohol Event Registration Form* at least four (4) weeks prior to the event.

For more information regarding the distribution of alcohol, refer to Sections 3.5 and 4.2 of the *Organization Handbook*.

OFFICE USE: *Alcohol Event Registration Form* received on _____

SIGNATURE OF ORGANIZATION OFFICERS

We, the undersigned, certify that we are current officers of the above named recognized student organization and that the event specified will be held in accordance with all municipal, state and university regulations regarding such events. Further, we assume collective and individual responsibility for the orderly conduct of this event in accordance with UHCL Student Life Policies.

_____		_____	
Current Officer's Signature	Date	Current Officer's Signature	Date
_____		_____	
Office/Position	Phone	Office/Position	Phone

Staff Review & Approval: Reviewed by Student Coordinator _____

_____		_____	
Student Life Office	Date	Student Services	Date

Revised 5/8/08