

After Hours Building Access Request

Center for Student Involvement

This form must be submitted for ALL events taking place or ending after 10:30pm.

Process:

- Reserve room.
- Fill out the form below and submit to the Center for Student Involvement.
 - Attach a list of students and guests requiring access.
 - Form must be submitted at least two (2) weeks prior to the event.
 - Please attach your room confirmation e-mail (R-25) to this form.
- CSI will communicate with Campus Security and the Vice Provost for Budget and Planning.
- Once the event has been approved, you'll receive an e-mail from CSI.

Today's Date: _____

Event Information:

Event Date: _____ Event Name: _____

Start Time of Event: _____ End Time of Event: _____

Event Location: _____

Organization Name: _____

Student Contact Name: _____

Student Phone #: _____ Student E-Mail: _____

Campus Advisor Name: _____

Advisor Phone: _____ Advisor Email: _____

Will the advisor be present at the event?

Yes No

Will there be non RU attendees at the event?

Yes No

Depending on the nature of the event, an advisor may be required to be present through the duration of the scheduled event. The sponsoring organization(s) will be responsible for any and all damages and/or clean-up costs incurred to Roosevelt University property, including men's and women's restrooms on the floor the event is being held.

For Official University Use Only:

Director, Center for Student Involvement Approval: _____ Date: _____

Campus Safety Approval: _____ Date: _____

Campus Safety Recommendation: _____

Vice Provost for Academic Support and Retention: _____ Date: _____