

**Azusa Pacific University  
Office of Communiversy  
Student Union Facility Request**

The Student Union is open for the use of all individuals (APU Students, Faculty, and Staff) and organizations on a first come, first serve basis, although preference will be given to events sponsored by the Student Activities Office (non-APU must go through hospitality services). We reserve the right to deny any person(s) for any event that does not correlate with the mission of APU. Use of the Student Union requires all individuals and organizations to be responsible for any loss or damage to the Student Union, and they must adhere to Student Union Policy. **This form must be submitted at least 2 weeks in advance of the event date.** Those reserving the space are responsible for leaving the Student Union in proper order (i.e.: furniture arranged neatly and room left clean).

Thank you for your cooperation.

Organization's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requesting Date(s): \_\_\_\_\_ Time (s): \_\_\_\_\_

Location:        Basketball Court                          Student Lounge                          Both

We will be using the Student Union for the following reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** AFTER TURNING IN THIS REQUEST TO THE OFFICE OF COMMUNIVERSITY, YOU ARE NOT GUARANTEED A RESERVATION FOR THE REQUESTED FACILITY. **NO RESERVATION IS GUARANTEED UNTIL YOU RECEIVE CONFIRMATION** FROM THE OFFICE OF COMMUNIVERSITY.

I understand and agree to adhere to the policy/guideline of the Student Union.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Approved (   yes   /   no   )

Director of Student Activities: \_\_\_\_\_

Comments:

InCom Manager: \_\_\_\_\_