Requests must be submitted a minimum of 10 days prior to the proposed event/project to the Student Life Office.

Date of event/project ___________________    Title of event/project __________________________

Campus (circle one):       Leesburg               South Lake                Sumter

Location on campus requested _________________________________________________________

Please note: LSSC reserves the right to place events in locations consistent with the college’s mission and in consideration of other campus activities.

Time event starts ____________     Time you will begin set-up ________________

Time event ends _____________ Time clean-up will end ___________________

Event/Project Sponsor (organization or department) ______________________________________

Contact Name __________________________________Email ________________________________

Address____________________________________________________Phone (        )__________________________

Who may attend (check any):   _Group members   _Any Student   _Faculty/Staff   _ Public

Admission charge?    _Yes   _No   If YES, amount:______________________________

Is this a fundraising project?    _Yes   _No   If YES, what for?__________________________

____________________________________________________________________________________

NOTE: Fundraisers and ticket sales must be approved. Gambling by individuals or groups on college property is prohibited. Games of chance, such as raffles, may be conducted provided such a sale is a donation, and has prior approval in writing by the President or designee (2.09 LSSC Rules Manual).

EVENT/PROJECT DESCRIPTION:

Theme/Purpose_____________________________________________________________________

____________________________________________________________________________________

If there will be FOOD, please describe__________________________________________________

____________________________________________________________________________________

If there will be MUSIC/ENTERTAINMENT, please describe__________________________________

____________________________________________________________________________________

What do you need SET-UP (tables, chairs, trash cans, etc.) or enter “none”__________________

NOTE: LSSC student organizations must submit event/project requests with a budget and an explanation of how the expenses will be paid for.