

**IUPUI Campus Center
Student Organization Room Request Authorization Form**

Each year, registered student organizations must submit this form to give authorization to specified members to be able to make room and equipment requests and cancellations on behalf of the organization. This form must be renewed every year, preferable on or before August 1st for the upcoming academic year. The president and faculty/staff advisor can submit this form with any necessary changes as needed during the academic year.

Incomplete forms will not be processed (omitted ID #'s, no advisor name and/or signature(s)).

Academic Year: 2011-2012

Organization Name: _____

President _____ Student ID # _____

Phone _____ Email _____

Faculty/Staff Advisor _____ Employee ID # _____

Phone _____ Email _____

In addition to the president and faculty/staff advisor, the following students are authorized to make room and equipment requests, and cancellations on behalf of the student organization during the academic year listed above.

1.
Name _____ Student ID # _____

Primary Phone: _____ Alt. Phone _____

Email _____

2.
Name _____ Student ID # _____

Primary Phone: _____ Alt. Phone _____

Email _____

President's Signature

Date

Faculty/Staff Advisor Signature

Date

Return form to Campus Center Administration CE 278 or fax to 278-0828. 4/01/11

FOR OFFICE USE ONLY	
DATE SUBMITTED _____	APPROVED ini _____ Date _____