



**LOWMAN STUDENT CENTER
CAMPUS RESERVATION REQUEST**

Request must be received at least 2 business days prior to the event. Student organizations are limited to 2 mall reservations per calendar week.

<i>Contact Details</i>	
Organization:	
<i>STUDENT ORGS: Contact person must be listed on the "LSC Student Organization Contact Form."</i>	
Contact Person:	
Phone:	SHSU Email:

<i>Event Details</i>			
Location Requested:	<input type="checkbox"/> Mall Area	<input type="checkbox"/> Colony Park	<input type="checkbox"/> Farrington Pit
	<input type="checkbox"/> LSC Green	<input type="checkbox"/> Bearkat Plaza	<input type="checkbox"/> Other:
Event Date:		Day of Week (circle):	Su M T W Th F S
Event Start Time:		End Time:	
Event Title:			
Type of Event:	<input type="checkbox"/> Promotional Table	<input type="checkbox"/> Food Sale/ Giveaway*	<input type="checkbox"/> DJ* <input type="checkbox"/> Sales*
	<input type="checkbox"/> Sponsoring Off Campus Organization	<input type="checkbox"/> Pop-up Tent*	<input type="checkbox"/> Other:
Program Details:			
<i>Check each item needed. Tables and Chairs may be checked out at the LSC Info Center. Organizations are limited to 1 table and 2 chairs per day for promotional table events.</i>			
<input type="checkbox"/> Card Table # _____	<input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Trash Cans <input type="checkbox"/> Water Sprinklers Off

**Asterisk indicates that requestor must review and comply with policy on the back of this form.*

CAMPUS RESERVATION AGREEMENT: *I understand and agree to abide by all the rules and regulation of the LSC, and the guidelines in the LSC Operations Policy. I understand that my event will be cancelled in the event that the university is closed due to weather, natural disaster, or national emergency.*

Printed Name & Signature of Contact Person

Date

Printed Name & Signature of Student Org Advisor

Phone

Date

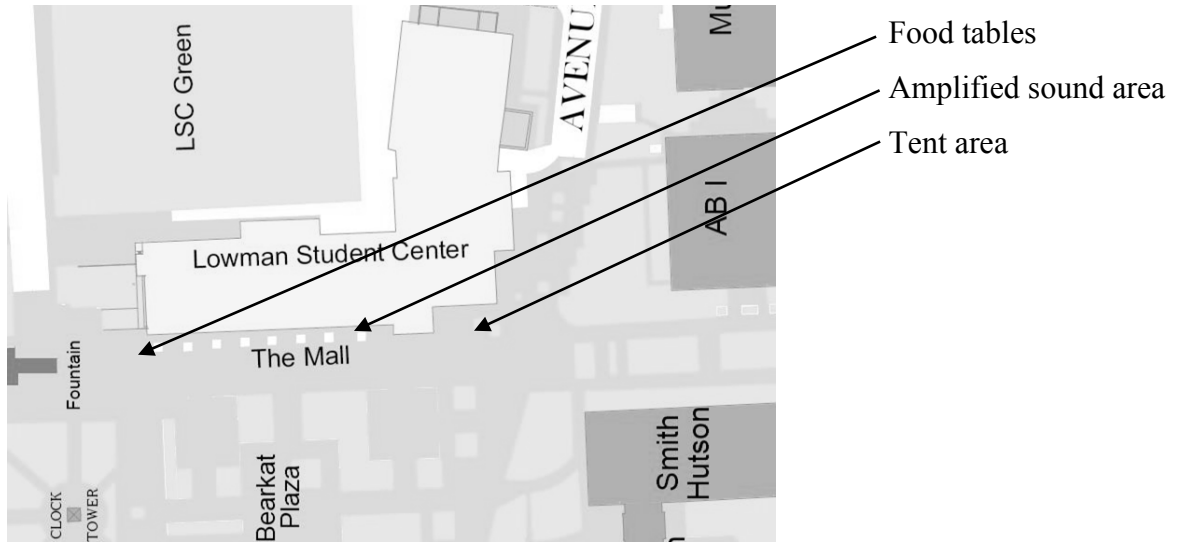
All groups using LSC facilities are responsible for reviewing guidelines found on back side of form.

<p>SUBMIT TO: Lowman Student Center, Suite 311 lsc_www@shsu.edu Phone: 936.294.1759 Fax: 936.294.3803</p>
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<p>LSC OFFICE USE ONLY:</p> <p>Reservation #: _____</p> <p>Emailed: _____</p>
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LSC Campus Reservation Guidelines

Mall Area events must be held in the LSC Mall. The LSC Mall is the area between the Fountains and the Ave I end of the LSC and between the LSC and the edge of Bearkat Plaza. LSC tables and chairs must be set up on the LSC side of the Mall.



AMPLIFIED SOUND:

Amplified sound in the LSC Mall area shall be limited to the hours of 11:30am to 1:00pm and 8:00pm to midnight on class days, and will be located in the Amplified Sound area only. On non-class days, amplified sound shall be permitted from 8:00am to midnight.

Only one amplified sound event will be allowed at a time in the LSC Mall area. Organizations are required to use the LSC Sound System. When using the system, organizations will plug in external audio devices into the XLR or 1/8” jacks mounted on the second column. Adapters are available for checkout at the LSC Information Center. To ensure the sound does not interfere with the academic environment the sound output will be kept at a 75db level when measured across the Mall walkway directly in front of the sound event. This level will be set by LSC staff.

FOOD EVENTS:

All food events must be approved by the Resident District Manager of Dining Services/Aramark, located in Old Main Market, or the Director of Catering, located in the LSC. Any food event that is not catered by Aramark must be set up in the designated food area in the LSC Mall. The area between the Dean of Students Office entrance and the fountains is the designated food area. If you have any questions, please call the LSC Office at 936-294-1759.

SPECIAL EVENTS:

Any event that will end after 5:00pm will need a completed Special Event Request form before the Campus Reservation Request will be approved. This ensures University Police, student organization sponsors, and managing offices are aware of the afterhours event.

TENTS:

The LSC does not provide pop-up tents. There are two tent locations available in the mall. They are located on the east end of the LSC near the stairs to the food court. These two spots are reserved on a first come, first serve basis.

LSC ADMINISTRATION USE ONLY

Approved Denied _____
Signature of LSC Staff *Date*

_____ _____
Signature of University Police *Date* *Signature of Aramark Staff* *Date*

_____ _____
Signature of Grounds Department *Date* *Signature of Other Official* *Date*