



Request for Off-Campus Event Waiver

A student organization may seek a waiver of the requirement that events be held on campus by making a written request to the University Activities office. Please use this form and return to University Activities, Student Center, L104. This policy does not apply to student attendance at professional or education conferences or meetings hosted by non-campus organizations. *In general, a waiver will only be approved if campus cannot accommodate the event.*

Title of Event: _____

Date of Event: _____ Time of Event: _____

Location: _____

Name of Organization: _____

Organization Contact Person: _____

Email: _____ Telephone: _____

Reason for requesting permission to hold this event off-campus:

- There are no facilities available on campus to accommodate this event.
- Special food or environmental requests
- Other: _____

President's Signature: _____ Date: _____

Will alcoholic beverages be served or consumed as part of this event? Yes No

Acknowledgement by the advisor:

As advisor to this student organization, I am familiar with the purpose of the organization and understand the reasons for the request. I have counseled with the student organization in the planning of this event, and I believe reasonable precautions have been taken for the safety of the participants.

Advisor Signature: _____ Date: _____

- I will be in attendance at the event.
- I request a waiver from the requirement that I be in attendance for reasons explained on the page that I have attached to this request.

This request is: Approved Denied

Reason: _____

Signature: _____ Date: _____
Assistant Director, University Activities