

# UNIVERSITY CENTER MALL REQUEST FORM

Day: M T W R F Date(s) of Event: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Mall Location: UC North UC South UC East (Hamilton Green)

Event Title: \_\_\_\_\_  
Sponsoring Org/Dept: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>ARE YOU HOSTING A FUNDRAISER?</b> Yes                      No	<b>DO YOU NEED SOUND AMPLIFICATION?</b> Hours of Amplification: _____ Email <a href="mailto:thompson@uww.edu">thompson@uww.edu</a> for approval.
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**\*\*RESERVATIONS OFFICE MUST HAVE PROOF OF FUNDRAISING AND/OR SOUND AMPLIFICATION REQUEST APPROVAL(S).\*\***

Have we received the fundraiser approval?    Yes    No

For tables and chairs you must contact Facilities Planning and Management at 472-1321, ext. 5553.

**FOR RESERVATIONS OFFICE USE ONLY**

Approved:    Yes    No       Facilities Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraiser Request Received (Date): \_\_\_\_\_ Initials: \_\_\_\_\_ Filed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FOR ACADEMIC POLICE OFFICER USE ONLY**

Sound Amplification Approved:    Yes    No       Academic Police Officer: \_\_\_\_\_

Sound Amplification Request Received (Date): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Book: \_\_\_\_\_ Date: \_\_\_\_\_       25L: \_\_\_\_\_ Date: \_\_\_\_\_