

APPENDIX VI



American University of Beirut Office of Student Affairs Student Activities

Application for Use of AUB facilities by AUB groups

IMPORTANT: This form must be completed in full and submitted to the Activities office **at least two weeks** prior to the requested date of activity. No activity may take place unless authorized on this form.

Name of group or club: _____

Nature of activity: (check where applicable)

<input type="checkbox"/>	Exhibition	<input type="checkbox"/>	Lecture	<input type="checkbox"/>	Film
<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Concert	<input type="checkbox"/>	Play
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Party	<input type="checkbox"/>	Show
<input type="checkbox"/>	Conference	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Committee meeting

Other Specify _____

If food is to be served, provide a detailed food list and description.

Date requested: From: ____ / ____ / ____ To: ____ / ____ / ____

Place requested: _____

Time of activity: From: _____ To: _____

Group representative: _____ Phone #: _____

AUB ID #: _____ Email: _____

Signature: _____

Faculty advisor: _____ Signature: _____

Ext #: _____ Email: _____

Please indicate if participants are:

AUB students and outside guests _____ AUB students only _____ Estimated number of participants _____.

(Please note that guests from outside AUB are subject to the approval of the dean of student affairs office).

Please indicate the approximate number of non – AUB guests expected to attend: _____

Admission is: _____ Open _____ By ticket @ LL _____

(Please note that tickets may not be sold by any member of the AUB staff or faculty).

If the activity involves public speakers, please indicate their names and the subject of their speech:

Please indicate any equipment (this includes posters/flyers for display/distribution) required for the activity. If left blank, only the space allocated will be provided and considered for approval.

Briefly discuss the purpose and sequence of your activity:

For further information, please check with director of student activities at extension 3197.

Organizers and EHSRM should communicate during the planning stages of an event to see if the event needs consideration by EHSRM. In such cases, early involvement of EHSRM should facilitate the execution of the event and will shorten the approval process when

needed. Simple cultural lectures should not need anything more than checking for exits and life safety issues.

Coordination/Approvals

1. Protection Office (Extension 2400)

Comments:

Signature: _____ Date: _____

2. Physical Plant (Extension 2015)

Comments:

Signature: _____ Date: _____

3. Environmental Health, Safety, and Risk Management (Extension 2360)

Comments:

Signature: _____ Date: _____



STUDENT AFFAIRS USE ONLY

Additional documentation checked? _____ Safety form _____ Room reservation

Decision: Approved _____ Not approved _____ Date: ___/___/___

Location of activity: _____

Signature: _____

Additional comments:
