

**FORM D - IUP FACILITY REQUEST**

*Complete this section for events that will not be held in the Allenwood*

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**I have read IUP’s “Guidelines and Procedures for Requesting Facility Use”**

Yes       No

**I have completed all necessary paperwork required by IUP to reserve a room/outdoor space for this event.**

Yes       No

**Will food be served?**       Yes       No

**If yes, describe the type of food and/or beverages to be sold or given away at the event:**

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**I understand IUP’s policies for food service and have completed the necessary paperwork for approval to sell and/or serve food.**

Yes       No       N/A

**Will other items be sold?**

Yes       No

**If yes, describe the items that will be sold or given away at the event:**

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**I have completed all necessary paperwork for solicitation on IUP’s campus and understand all related policies.**

Yes       No       N/A

More information regarding Space Reservations for IUP Campus can be found [HERE](#)

## SUBMISSION REQUIREMENTS

All HOSP Student Organization Event Requests Forms must be submitted to the club faculty advisory **at least three weeks prior** to the anticipated date. Staple forms and submit in the following order:

- Form A
- Form D. Include the following forms (if applicable):
  - Food and Beverage costing sheet. Typed, printed, stapled to packet.
  - Other supplies costing sheet. Typed, printed, stapled to packet.
  - Room layout/floor plan. Typed or neatly hand drawn.
  - “Day-of” event timeline. Typed, printed, stapled to packet.
  - Permits
  - Marketing plan
  - Completed Budget Sheet for all anticipated expenses.
  - Contact sheet of all outside companies/vendors
    - Company name
    - Contact person first and last name
    - Email and phone number of contact
    - Website

*\* Incomplete event request forms will not be considered for approval. Ensure that forms are complete, neat, and professional prior to submission. Students are expected to abide by all Department and University policies and professional conduct for any event.*

**SIGNATURE PAGE – FORM B**

*PRINT NAME*

*SIGNATURE*

*DATE*

**CLUB PRESIDENT:**

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**EVENT COORDINATOR:**

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**FACULTY ADVISOR:**

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**CLUB EXECUTIVE ADVISORY COMMITTEE APPROVAL:**

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**HOSP DEPARTMENT CHAIRPERSON:**

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