Campus Use/Mall Activity Request Form

To inquire on event space and for further information, please contact Cheryl Plummer at (520) 626-2630 or via email at [DOS-UACampususe@email.arizona.edu](mailto:DOS-UACampususe@email.arizona.edu).

Click on [Campus Use Activity Request Form](http://deanofstudents.arizona.edu/campususe) to fill out your event request. UA WebAuth is required to log into the website.

FAQ's:

* UA WebAuth is required to log into the website.
* You must submit a separate form for each individual event:
  + For example: weekly tabling – you need to complete a form for EACH day requested.
* Please know that your ‘preferred location’ is not guaranteed and will depend on space available.
* If you have a multi-day event during the same week, you only need to fill out one form:
  + For example: Family Weekend Oct. 5 – 7 will be on one form.
* If you are a student organization, your advisor will be emailed the event form to sign and return. Your event will not be processed without your advisors’ signature. It is the **club’s** responsibility to follow up with the advisor to ensure signature.
* As a department, college or student organization, if you sponsor a Non-UA sponsored organization/business, your representative from that organization/business will be emailed the event form to sign and return. The event will not be processed without signature. It is the **responsibility of the UA department, college or student organization** to ensure a signature.
* At the end of the form, please upload any additional documents: maps, diagram layouts, event schedules, insurance forms or additional event details.
* Once your event is confirmed, you will receive an event approval email, which will include **any location changes**. Please be prepared to show the event approval email at your event location.