

**The University of Arizona Commercial and Campus Use Activity Request Form**

Campus Use/ Event Planning Office. Student Union Memorial Center. Room 348

Phone (520) 626-2630 Fax (520) 621-2545

**EXPRESS CAMPUS USE ACTIVITY FORM**

**TO BE USED FOR THE SOLE PURPOSE OF HOSTING A TABLE ONLY ON THE UA MALL. TO UTILIZE THIS FORM, YOUR EVENT MUST NOT REQUIRE SECURITY, RISK MANAGEMENT, OR INVOLVE COMMERCIAL ACTIVITY.**

**ALL OTHER REQUESTS MUST USE MAIN REQUEST FORM.**

**This request must be completed and approved by the Arizona Student Unions Mall Event Scheduling Office a minimum of ONE CALENDAR WEEK PRIOR TO EVENT. Please type or print legibly.**

Sponsoring Organization \_\_\_\_\_

Event Title \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Local Address \_\_\_\_\_ Email \_\_\_\_\_

Description of Event:

[ ] Information/Recruitment [ ] Other \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested (starting & ending) \_\_\_\_\_

Area Requested \_\_\_\_\_

**WILL THE EVENT USE OR REQUIRE ANY OF THE FOLLOWING:**

• **Sound Amplification?**

[ ] YES [ ] NO If yes, please describe

Amplification is allowed only between noon – 1 p.m. Monday through Friday and 5 -7 p.m. Monday through Thursday (Weekend requests are considered separately)

• **Equipment/Services** If yes, contact 621-7232 ONE calendar week before the event to arrange services and payment. All transactions will be by check only. **THIS FORM DOES NOT ORDER EQUIPMENT!**

[ ] YES [ ] NO

Facilities Management Special Events, Millie La France 621-7232

I agree to abide by the rules as set out in the Campus Use Policy. Failure to comply may result in termination of my event and may prevent future mall use.

\_\_\_\_\_  
SIGNATURE PRESIDENT/TREASURE/DEPT CONTACT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE SPONSORING ORGANIZATION ADVISOR

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

COMMENTS/CONDITIONS \_\_\_\_\_

Event Request [ ] Approved [ ] Disapproved Reason: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Mall Coordinator, Mall Scheduling