

ACTIVITY & BUILDING CLEARANCE FORM

Division of Student Affairs
Office of Student Engagement
(601) 877-6329 / (601) 877-6341

Process: Please complete this form in its entirety and return to Student Activities for approval signatures fifteen (15) business days in advance of requested date. Forms should be accompanied by all flyers, posters, & complete description of the proposed event. Once the form has processed an email will be sent stating the status of the request.

Date: _____

Organization Name: _____

Student Contact: _____ Email/Phone: _____

Faculty/Staff Contact: _____ Email/Phone: _____

Discussion/Lecture Membership Solicitation Movie Conference University Event
 Business Meeting Sale Booth Literature Table Dance/Party Other

Date & Day Requested: _____ Anticipated Attendance: _____ Time: _____ to _____

Building: _____ Room: _____

Program Description/Occasion: _____

PROPOSED SPEAKER & TOPIC OF PROGRAM: _____

PERTINENT BACKGROUND INFORMATION ON SPEAKER (INCLUDING OCCUPATION):

❖ **ADVISOR(S) MUST BE PRESENT FOR THE ENTIRE EVENT**

Signature of Advisor/Co-Advisor

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- ❖ For many events the presence of police officers is needed. The fee for police presence is \$20 dollars an hour (per officer). A minimum of two (2) scheduled off-duty police officers are required.
- ❖ The group is responsible to pay the officers after the activity/event has ended.
(Please complete section below.)

Please list the two (2) officers for the event (provided by Campus Police):

1. _____
2. _____

-Do Not Write Below This Line-

Request approved by: _____ Date: _____
Director of Student Activities

Space/Date Reserved: Date: _____ Room: _____ Building: _____

Approved: _____
Building Supervisor Date

Approved: _____
Chief of Police Date