

Memo – Green Sheet

To: All Student Organizations

From: Jordan Selman

Date: 8-8-16

Policy regarding reserving classroom facilities

When you book your room online and get this form approved by the Coordinator of Student Activities, your event goes on the SWOSU insurance and web calendar for all to see.

To access the calendar, go to:

1. SWOSU webpage – www.swosu.edu
2. Event Calendar – top of webpage
3. Submit Events – right side of page
4. Please follow the steps below to reserve a room.

Step #1:

- Submit an event using the online form to reserve a room.
 - On both the Public and Private calendars, there is a “Submit Events” link at the top right.
 - Select the appropriate online form that matches the type of event from the tabs on the left.

Step #2:

- Once you receive an email saying your event has been approved, check on the Private Calendar that the room reservation is correct.
 - Contact the Administrator listed on the Event Submission Forms List if any modifications need to be made.

Step #3 - For Student Organizations:

- Turn in a green sheet to the Dean of Students office for approval.

There is an option of having the event weekly or monthly if you are filling out the green sheet for meetings all year long. Be sure to include an email address that you check often because Jordan Selman will be emailing that address to confirm your room reservation.

This must be completed for each event you wish to have.

Thanks,

Jordan Selman
Coordinator of Student Activities



APPLICATION FOR APPROVAL OF STUDENT ORGANIZATION ACTIVITY

Name of Event _____
 Date of Event _____
 Description of Event _____
 Location of Event _____
 Application Date: _____

Approved Sponsoring Organization _____
 Starting Time _____
 Ending Time _____
 Sponsoring President _____
 Faculty Sponsor _____

Application is hereby made for approval of the above student organization activity. It is understood that approval is contingent upon the nature of the event, the absence of conflicting activities, the record of the organization, the completion of arrangements specified on this form, and the assurance that the facility used will be properly cared for and that alcoholic beverages will not be brought onto or consumed on University property.

 Signature of Organization President Phone #

 Signature of Faculty Sponsor Phone #

1. This form is to be filed at least three (3) working days before date of event.
2. To reserve space on campus for an event, take completed Application for Approval of Student Organization Activity to the office listed below for an authorized signature (Reservations are subject to approval by the facility manager/director):
 - A. **To reserve the Student Center Facilities:** Take completed application to Director of Student Center (2nd Floor Rm.220 Student Center) for reservation approval.

 Signature of Director of Student Center
 - B. **To reserve classroom facilities:** Fill out application online on the SWOSU website. Go to "Event Calendar" then "Submit Events" and follow the directions.
 - C. **To reserve the Fine Arts Auditorium:** Take completed application to the Director of the Fine Arts Center (Office along East entrance to the auditorium) for reservation approval. A facility application must also be completed (available online at www.swosu.edu under Administration).

 Signature of Director of Fine Arts Center
 - D. **To reserve Conference Center:** Take completed application to the Director of the Conference Center for reservation approval.

 Signature of Director of Conference Center
 - E. **To reserve a room in Pharmacy Annex/Pharmacy:** Take completed application to the Faculty Office (CPP 305) and then to the Assistant Dean (CPP 309 C).

 Signature of Faculty Signature of Assistant Dean
 - F. **To reserve any campus athletic venue:** Take completed application to the Athletic Director/ Assistant Athletic Director for reservation approval.

 Signature of Athletic Director/ Assistant Athletic Director
 - G. **To reserve a space in the Pioneer Cellular Event Center:** Take completed application to the Pioneer Cellular Event Center Director (ADM 201) for reservation approval.

 Signature of Pioneer Cellular Event Center Director
 - H. **To reserve space in the Wellness Center:** Take completed application to the Wellness Center Director (Wellness 105) for reservation approval.

 Signature of Wellness Center Director
3. No one is permitted to bring alcoholic beverages on campus; this includes members of dance bands. Violation may result in disciplinary action for students and the sponsoring organization and/or breach of contract and termination of the band. All SWOSU events are alcohol and other drugs free.
4. After obtaining the necessary signatures, take completed application to the Dean of Students Office (STF 214) for approval of activity.

APPROVED _____ DENIED _____ CALENDAR _____

 Signature of Coordinator of Student Activities Date