LHS Activities Request

Guidelines & Procedures

An Activities Request form must be completed for the use of any campus facilities and for any instance of selling items, whether on or off campus.

ATHLETIC COMPLEX:

- No food or drinks, other than water, are allowed in the gym.
- Be prepared to lay down floor tiles to protect the gym floor, as there is NO GUARANTEE a custodian will do this for your event.
- All events in the athletic complex MUST be approved by the athletic director PRIOR TO SUBMITTING the Activity Request.

Additional Guidelines:

1. All requests must be submitted to the Activities Office at least 2 weeks prior to the event date. Be specific about your needs. For example, if you need both the Student Union and Lecture Room, include both in your request.
2. The Activity Request form must be approved before any flyer, website description, Daily Gram announcement, or Marquee ad is processed.
   - Flyers cannot be distributed until they are approved by the Administrator in charge.
3. Once the Activity Request is approved, a confirmation email will be sent.
4. The Advisor in Charge of the event is responsible for set-up, clean-up, and facility access.
   - Facilities must be returned to their original state, such as tables and chairs put away, and trash removed.
   - Indicate any special custodial needs on the form, including the number of hours required. Note: Weekend events require a minimum custodial commitment and compensation.
   - For access to facilities before the event, coordinate with an Administrator, Custodian, or arrange for Sonitrol codes or keys if needed during non-business hours.
5. After Administrator approval, it is the Advisor's responsibility to finalize arrangements with all relevant contacts at least 48 hours prior to the approved event.

Additional Note for Weekend Events:

If your event is scheduled for a weekend and requires custodial support, you MUST fill out the following form. Please be aware that no activity will be approved until custodial support is confirmed.