

Center for Tribal Studies - Northeastern State University

Application for use of building facilities

Space is NOT considered reserved until confirmed by email or authorized signature on application

Organization: _____ Application Date: _____

Contact Person: _____ Email: _____ Phone: _____

Mailing Address: _____

Requested by: NSU student/faculty/staff NSU Alumni Other

This activity will take place: Inside of building Outside of building

NSU is a SMOKE FREE campus. No smoking is allowed on NSU property, grounds or buildings.

Day and Date of event: _____

Name of event: _____

Description of event: _____

Estimated attendance: _____ Beginning Time: _____ End time: _____

Set up time: _____ Clean up end time: _____

Type of activity: Seminar Reception Meeting Ceremony Other

If other describe: _____

Food: No Food Refreshments Beverages Only Full Meal Cookout

Equipment requested: _____

NSU has a strict NO FLAME policy. No lit products (including candles) are permitted inside any building.

I agree, on behalf of the group I represent, to abide by the policies of Northeastern State University and the guidelines of the Center for Tribal Studies:

Signature of Contact Person: _____

For official use: Approved Disapproved Date: _____