

**University of Houston-Victoria
Student Life & Services**

EVENT REGISTRATION FORM FOR STUDENT ORGANIZATIONS

Student organizations must register at least **two weeks in advance of every event** (regularly scheduled meetings excluded) with Student Life & Services and inform that office of all out-of-town travel to events in which the organization will be participating. Fund raising events require prior approval from the Student Services Generalist. The solicitation of businesses and individuals without prior approval is prohibited.

Organization Name: _____

Name, phone number, and e-mail address of person in charge of event:

Name/Type of Event: _____

Date & Time of Event: _____

Estimated Attendance: _____

Location of Event: _____

If the use of UHV facilities is required, a Building Use form and Room Set Up form must be submitted at least two weeks prior to the event. These forms may be obtained from the Student Organization's Procedures Manual or from the web at:

**<http://www.uhv.edu/Facilities/Forms/ReservationFormA.pdf> AND
<http://www.uhv.edu/Facilities/Forms/RoomSetupForm.pdf>.**

If the event is a fund raising activity, explain how the funds will be raised, and estimate anticipated revenues and expenses:

Will food & beverages be served? ___ Yes ___ No Will security be hired: ___ Yes ___ No

What is the procedure in case of an emergency? _____

Signature of Student Organization President or Treasurer

Date

I hereby notify the president of this organization of approval of the activity described above.

Signature of Student Services Generalist

Date