

Date of request: 10/30/06

SAMPLE

Request # _____

rev. 7/05

BEMIDJI STATE UNIVERSITY

Campus Scheduling Office ♦ Hobson Memorial Union ♦ Bemidji State University
Bemidji ♦ MN ♦ 56601-2999 ♦ Telephone: (218) 755-3763 ♦ Fax: (218) 755-3757
www.bemidjistate.edu

REQUEST FOR UNIVERSITY FACILITIES AND CALENDAR CLEARANCE

(Please type or print legibly with ink pen)

Facility/Building/Room Number HS 100

Name/Type of Activity Showing of Willie Wonka and the Chocolate Factory

Date(s) of Event 12/1 Event start time: 7:00 am **pm** Event end time: 9:00 am **pm**

Day(s) of Week M T W Th **F** S Su Unlock doors at: 6:15 am **pm** Lock doors at: 9:30 am **pm**

Requestor Minnie Mouse Address: 123 Goofy Lane

Phone (218) 555-4321 Fax _____ Bemidji, MN _____

E-mail minnielovespez@yahoo.com

Bill To: Pez Enthusiasts Campus Account Number: 00463179

Billing Address (if other than above) _____

User designation: University Government Fundraising Public Service Other _____

Estimated # of participants 100 For youth activities-participants age range _____ Number of adult supervisors _____

Physical Setup, Audiovisual & Technology Needs (include all needs at time of request) Screen and projector

Tables _____	Chairs _____	Janitorial _____	Security _____	Bleachers in/out _____	Concession Form _____
Stage Sections _____	Choir Risers _____	Buildings & Grounds _____	Parking Permits _____	Recreation Supervisor _____	Insurance _____
(size) _____	Band shell _____	Electrician _____	Bemidji Police _____	Lifeguard _____	Liability Waiver _____

Signature of Advisor or Organization's Representative: Minnie Mouse Date: 10-30-06

To make food service arrangements call Campus Dining: 444.7576.

Estimated	Rental Fee	\$ _____	Charges estimated by:	Date:
Charges:	Custodial – Maintenance	\$ _____	_____	_____
	Equipment Rental	\$ _____	_____	_____
	Personnel Charges	\$ _____	_____	_____
	Campus Security	\$ _____	_____	_____
	Other: _____	\$ _____	_____	_____

Scheduling Office distribution:

Gen. Maint.

Security

Buildings & grounds

Heating plant

PE Equip. Room

Aramark

ATC

Requestor

Accounts Receivable

cc: _____

TOTAL ESTIMATED CHARGES \$ _____

Invoice # _____ Invoice Amount \$ _____ Date of Deposit _____ Receipt # _____

In most cases, calendar clearance may be given within 24 hours; however, allow 2 weeks for processing. Bemidji State University reserves the right to cancel reservations when the facility is needed for university purposes...normally 60 days notice will be given.

Facility Clearance Approval: _____ Date: _____
Scheduling Office Approval: _____ Date: _____