

FLORIDA STATE UNIVERSITY
CAMPUS RECREATION/SEMINOLE RESERVATION
SPECIAL EVENT REQUEST FORM

The information provided below will serve as a request form for special events or special requests outside of our normal operations to be held at the Florida State University Reservation. Please remember this is simply a request to hold the event and is **not a confirmation for the event**. All requests are required in writing a minimum of 30 days prior to the event.

NAME OF EVENT: _____

NAME OF GROUP REQUESTING EVENT: _____

ARE YOU A REGISTERED STUDENT ORGANIZATION? _____ YES _____ NO

NAME OF EVENT COORDINATOR:

ADDRESS OF EVENT COORDINATOR (**INCLUDE FAX, EMAIL & ADDRESS**):

PHONE NUMBER OF COORDINATOR (INCLUDE MOBILE, WORK AND HOME):

EVENT INFO:
Date: _____
Set up Time Requested: _____ Set up Time Confirmed: _____
Participant arrival time: _____
Departure time: _____

(Additional staffing charges for times requested outside of our normal operating hours)

SPECIAL REQUESTS: (We have an ice machine on sight. However, if large numbers of chairs and tables are required in addition to the picnic tables provided, we need to know how many so we can order them two weeks in advance from campus support services.)

TABLES _____ CHAIRS _____ TRASH CANS _____

Will You Be Cooking Or Plan On Having A Caterer? (Please provide Caterer's details or any information that would tell us where food would be cooked/located.)

