

Club/Organization Name:	Event Date:	Location/Zoom Link: <i>*Already reserved?</i> Yes No
Event Title:	Start & End Times:	
Event Requestor Name & Title:		
Event Requestor Email:	Event Requestor Phone:	Advisor Attending? Yes No
Number of People Expected:	Event Description:	
Event Requestor Signature:	Club/Org Advisor Signature:	



_____ O None
 _____ Stage
 _____ Size: *Full* *Half*
 _____ Tables
 _____ Number _____
 _____ Other: _____

- If you need visitor parking passes, please contact the Information Center at info@nhcc.edu.
- If you need to reserve parking spaces for your event contact the Office of Student Life.
- If Public Safety staff is required for your event, send a request to the Office of Student Life. For events requiring security outside of normal working hours, overtime must be approved in advance by the Director of Public Safety and that cost will come out of your club/org budget. Please plan for additional time for events that require overtime staffing, and budget accordingly.