Request for Special Use of Atrium or Public Space in Barsema Hall

Instructions: This form must be completed and turned in to Barsema 139 at least 1 week prior to the date of the activity. If approved, this signed form should be available upon request at the activity. Approval status is available 48 hours after submission.

NIU Organization Name

Requestor’s Information

Name ____________________________ (printed)

Signature _________________________

Phone ___________________ E-mail __________________

Sponsoring NIU Faculty/Staff Member’s Information

Name ____________________________ (printed)

Signature _________________________

Phone ___________________ E-mail __________________

Date of Special Use: ________________________________

Time of Special Use: ________________________________

Description of Special Use: __________________________

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If money is collected, for what will it be used? ________________________________

________________________________________________________________________

________________________________________________________________________

*selling anything such as merchandise, food, raffle tickets, etc...; holding membership drive or other sign-ups; distributing pamphlets or other information

Permission for this request _____HAS _____HAS NOT been granted by the College of Business Dean’s Office

_________________________________________       _____________________

Dr. Paul Prabhaker, Associate Dean                            Date