Student Group Event Registration Form

RETURN TO

THE CENTER FOR STUDENT INVOLVEMENT AND LEADERSHIP (SMC 118)

In order to track events and provide accurate information to the University Community, all student groups must complete this form for events they plan on campus. The Center for Student Involvement and Leadership campus requires all student groups to complete this form at least ten (10) business days prior to each of your scheduled events. We request eight (8) weeks for all Social Events, Performances and Competitions. This does not serve as a confirmation that you have a reserved facility for your event, please visit the Astra Scheduling section of the University's website to complete the necessary paperwork to reserve space on campus http://astra.millersville.edu/Astra/Portal/GuestPortal.aspx for space in the SMC please contact the Info desk x3510.

Name of Student Group(s) ________________________________

Contact Name and E-mail ________________________________

Contact Phone Number ________________________________

Advisor Name and E-mail ________________________________

Advisor Phone Number ________________________________

Title of Event _______________________________________

Date(s) of Event ______________________________________

Time(s) of Event START ___________ END ___________

How Much Time Is Needed For Setup ___________ Teardown ___________

Requested Location of Event (Building and Room) ________________

Anticipated Attendance ________

Are there any contracts required for the event listed above; i.e. Performer, Speaker, Facility Rental, Outside Contractors (check one)? Yes _____ No _____

All contracts/service agreements must be reviewed by the Director for the Center for Student Involvement and Leadership. Our review is to ensure a fair contract for student organizations but must be received four (4) full weeks prior to your event for adequate review. Millersville University should NEVER be named in contracts; student organizations are fully liable for their events. Students cannot sign on behalf of the University.

Event Type (Check all that apply)

___Competition ___Educational Program ___ Fundraiser (Food Safe Waiver Required) ___ Lecture/ Speaker

___Meeting ___Movie/Film ___Performance ___Rehearsal/Practice ___Service ___ Socials ___ Sporting

___Trips ___Other (Describe) ______________________________________

Will an Admission Fee Be Charged (check one)? Yes _____ No _____

MU Student $_________ Faculty/Staff Price $_________

General Public $_________ College (Non-MU)$_________
Other(specify)__________________________

Are there Audio Visual Needs for your event (check one)       Yes    No

if yes above have you contacted Technology Operations or Help Desk?   Yes    No    N/A

is food being served at your event (check one)       Yes    No

if yes above have you contacted Catering?    Yes    No    N/A

Please List the members who completed safety training


Provide a brief description of the event (attach description if necessary)


1. Competition defined as an act of two or more groups competing for a prize, honor or award. Advisors must be present for duration of event.
2. Educational Program defined as a Program whose primary purpose is instruction or education not characterized as Lecture and Speakers
3. Fundraising defined as activities or events where funds are collected for profit or charity. Events including food sales must be approved through university catering with a waiver.
4. Lecture or Speaker defined as a discourse given for class or audience for purpose of instruction, education, rallying. Advisors must be present for duration of event.
5. Meeting defined as a group of students coming together for discussion of various items up to 50 students.
6. Movie/Film defined as movies or film shown in campus facility are advertised or charging a fee to attend. All licensing must be completed by the sponsoring student organization
7. Performance defined as Visual Arts, Music, Theater or other related activities like Recitals, Fashion Shows, Step Shows that are held before an audience. Advisors must be present for duration of event.
8. Rehearsal/Practices defined as a practice or trial performance of an artistic or athletic activity for later performance or competition.
9. Service defined as volunteer work intended to help people in a particular area
10. Socials defined as all events include Primary Purpose of the event is social interaction, community building organizational promotion. Advisors must be present for duration of event.
11. Sporting defined as events with competitive or exhibitions of physical activity. Advisors must be present for duration of event.
12. Trips defined as sponsored outings to off campus sites regardless of transportation mode

Signature of Contact Person       Signature of Advisor       Date       Time