CAMPUS CENTER SPECIAL REQUEST

Received (date/time/initials)

University at Albany, Office of Student Involvement and Leadership
Campus Center 130, (518) 442-5566

Please use this form for a special set-up request for the following; CC375, Assembly Hall and Terrace Lounge. Complete this form to the best of your ability prior to submitting to your liaison for approval. Attach with original Campus Center Reservation Form

Section A: Sponsor Information	
Event Title	
Sponsoring Organization	
Event Contact Person	Name: Phone: Local Address:

Section B: Complete description of event set-up needs.	
NOTE	**For your special set-up of the following space: Terrace Lounge, Assembly Hall and CC 375, please use the appropriate blank room diagram, filled out, attached and returned to the Office of Student Involvement for approval.**

Liaison's Signature	Date	
Director of Student Involvement & Leadership Signature (REQUIRED)		
Campus Center Manager Signature (REQUIRED)		Date: