



Today's Date: _____

Date of Event: _____

Time of Event: _____

Organization/Resident Hall: _____

Description of Event:

SLC/Sponsor: _____

Snack Bar closed during event? Yes No

Need DJ Room/Music: Yes No

Deposit: \$20.00**

SLCS, SLC, Sponsor
Signature

Checkers Coordinator
Signature

Dean of Students
Signature

**\$20.00 cash deposit required; it is agreed about that the person in charge of the event will clean up and return all furniture in the exact positions that they were before event started. A \$20.00 fee will be charged for clean up and exact amount of replacement or repair will be charged for any damage done. If everything is back the way it was before the event, then the \$20.00 will be refunded.