



# Office of Student Engagement Activity Request Form

This form must be completed and returned to the Office of Student Engagement AT LEAST four (4) weeks prior to the proposed event.

Name of RSO \_\_\_\_\_

Name and Title of Person Requesting Activity \_\_\_\_\_

Type of Event (check one):      Fundraiser      Solicitation/Sale      Drive      Social Activity      Forum/Lecture/Workshop      Other

Advisor Name	Advisor Contact Phone Number	Advisor Contact Email
RSO President Name	RSO President Contact Phone Number	RSO President Contact Email
Other Officer Name and Title	Other Officer Contact Phone Number	Other Officer Contact Email
Event Name/Description		
Location of Event (if off campus location: Where, Contact Person)		
Space Needed for Event		
Equipment to be Used		
Dates of Event		
Time of Event (contact a Student Engagement staff member for time frames availability)		

Will you be advertising?    Yes    No      If yes, where will you be advertising?    OCC Website    Digital Sign    Social Media

Will you be serving food?    Yes    No      Will you be contracting an outside vendor for this event?    Yes    No

If yes, please attach a copy of your contract with this form and provide vendor contact information \_\_\_\_\_

Telephone No. \_\_\_\_\_

*In consideration of Participant being permitted to participate in the Oakland Community College Program(s) named above, I, Participant/Participant's Parent or Guardian, hereby release, discharge and covenant not to sue Oakland Community College, its trustees, officers, agents and employees from all liability for any and all claims, damages, costs or causes of action I/we have or may in the future have as a result of injuries (including death) or damage to property sustained or incurred by Participant while in any way participating in the above Program(s). I UNDERSTAND THAT I AM RESPONSIBLE FOR: ANY DAMAGE TO THE FACILITIES OR EQUIPMENT, CLEAN UP OF THE FACILITIES USED AND FOR RETURNING ANY LOANED EQUIPMENT TO OCC. By signing this Release, I certify that I have read the Release and understand its terms.*

\_\_\_\_\_  
Student Organization Signature    Date    Advisor Signature    Date

Student Engagement Coordinator Use Only – Do not write anything here				
Copy of Facilities Reservation Form	Received	Not Received	Approved	Not Approved
SchoolDude Submitted	Yes	No		

\_\_\_\_\_  
Date Request Received    Student Engagement Coordinator Signature

You can now proceed with the Reservation Request.