



# GLENVILLE STATE COLLEGE

## APPLICATION FOR ACTIVITY Glenville State College Facilities

Date of Application: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Organization/Department Requesting Activity: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Will Requesting Organization be Charging Admission and/or Accepting Monies relating to this Event/Activity? Yes \_\_\_ No \_\_\_  
If Yes, How Much Per Person and For What Service(s)? \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of People: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Time Needing Access: \_\_\_\_\_

Name of Person Applying if Different than Responsible Party: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Responsible Party for Rental Agreement and Damages, should they occur: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Responsible Party's Address: \_\_\_\_\_

Street City State Zip code

Name of Insurance Company (For Off-Campus Groups): \_\_\_\_\_

Insurance Company's Address: \_\_\_\_\_

Check all items below that you will need:

- \*\*Food Service
- Audio/Visual Equipment (specify on back of form)
- Other (specify on back of form)
- Sound/Public Address System
- Screen

\*\*If Food Service is needed, once application has been approved, please contact Glenville State College Dining Services (Aramark) at (304) 462-4108 concerning menu and pricing.

Additionally, room set-up information must be submitted to GSC's Events and Conference Coordinator within five days of the event. Email information to [brittany.benson@glenville.edu](mailto:brittany.benson@glenville.edu)

\_\_\_\_\_  
Signature of Responsible Party

**IF DAMAGES OCCUR, YOUR GROUP WILL BE ASSESSED FOR SUCH AND PAYMENT WILL BE REQUIRED WITHIN TEN DAYS OF THE SCHEDULED EVENT.**

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*DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY*

Comments: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

[ ] Approved [ ] Disapproved Date: \_\_\_\_\_

\_\_\_\_\_  
John Beckvold, Vice President for Business and Finance

Date Payment Received: \_\_\_\_\_

cc: Organization  
Accounts Receivable