



The CMSS Event Approval Form should accompany the JMU Event Approval Form. Both are necessary for the approval of this event.

Event Request Form: This form is needed to reserve room space and secure a date with Madison Unions for your desired event. Once the date and campus facility is confirmed, you should receive an email asking for your acceptance of the reservation. **However, your event is not yet approved at this stage in the planning.**

JMU Event Approval Form: After confirming your reservation, you will need to specify any logistics and details surrounding the planning of your event in this form to Madison Unions. Your event will also require signature from Campus Police/Public Safety (568-6912) if:

- Cash will be handled at your event
- You expect more than 100 people in attendance at your event
- You are hosting a campus party

The JMU Event Approval Form can be found online at www.jmu.edu/events/students.

Event Title

Date of Event _____ Time _____

Organization _____

Nuts & Bolts Contact Person _____ Phone _____

E-mail _____ ID# _____

Organization President _____ Phone _____

E-mail _____ ID# _____

Additional Sponsoring

Group(s) _____

CMSS Liaison _____

Detailed Description/Outline of Event (be specific)

Will the event be held off campus? _____ Yes _____ No

Name of Location/Facility Requested _____

Has reservation been made with Madison Unions? _____ Yes _____ No

Does this event require Campus Safety? _____ Yes _____ No

Attendance: Members only _____ Members & Guests _____ All University _____ Public/Harrisonburg _____

College Students _____ Ticket Price _____ Ticket Sales Location _____

Expected Attendance _____

Proposed advertising:

I certify that the details on this application accurately reflects the event as proposed, and that I am authorized to represent the organization. If this event is approved, my organization and I agree to abide by the guidelines established for this event. **I understand that no alcohol is permitted during on campus events and willful omissions or falsification of information on this approval form will result in disciplinary action against all parties involved and that the event may be refused or canceled.** Any changes from the original event request application may result in additional expenses to the organization. **MUST BE FINALIZED 10 BUSINESS DAYS PRIOR TO EVENT.**

Obtaining the required signatures below will constitute approval of your event.

Signature of Applicant (contact person) _____ Date: _____

Signature of Organization President _____ Date: _____

Signature of Organization Faculty/Campus/Graduate Advisor _____ Date: _____

Signature of Organization Liaison _____ Date: _____

Event Cancellation

Date _____

Per _____

Reason
