JMU Event Approval Form
Completion of this form does not guarantee room availability or event approval.

Event Title: ____________________________ Event Reservation #: __________________________

Event Description: __________________________

**Please provide specific details of your event – this information is required to process your request**

Event Date(s): ________________ Attendance: __________ Location: ________________

Event Start Time: ____am/pm Event End Time: ____am/pm Customer Set-up Time: ____am/pm

**NOTE: This is the actual time of your event and does not include set-up time**

Customer setup time must be scheduled ahead of time in EMS

CONTACT INFORMATION
Organization / Department Name: __________________________

Contact/Student Evt Planner Name: __________________________ Contact/Student Evt Planner Phone #: __________

Onsite Contact: __________________________ Onsite Contact Phone #: __________

If different from above

**PAPERWORK DUE (With All Approvals)** to the appropriate scheduling office at least 2 weeks prior to the event. If approval is required by Public Safety (see back of form), a meeting should be scheduled at least 4 weeks prior to the event date.

SECTION 1 – FOOD APPROVAL (Must Choose One)

☐ Food will not be offered at the event

☐ Catered Food - provided by JMU Special Event Catering, JMU Dining Services, 568-6637, no signature required
  - [ ] Meal/Reception
  - [ ] Light Snacks

☐ Non-catered food – signature required, see below
  - [ ] Meal/Reception
  - [ ] Light Snacks
  - [ ] Food Sales – see fundraising

**Food Details Required**
Approval of JMU Dining Services (Angie Steele, steeleaw@jmu.edu, 568-5150, D-Hall 3023. You may scan this form and email it to Angie for a signature. You must complete the Food Details Required line above.)

Dining Approval Signature: __________________________ Date: ______________

SECTION 2 – EVENT INFORMATION (Complete ALL that apply)

☐ Dance/Concert - Band/DJ must provide own equipment. (Requires Public Safety Approval – see Section 3)

☐ Film - See the film policy at http://www.jmu.edu/eventmanagement. Attendance-specific safety approval may be necessary.

☐ Fundraising check applicable:
  - Has your Organization’s Treasurer completed the Cash Handling Training with Student Life?  [ ] Yes [ ] No

☐ Approved Vendor Sales A list of approved vendors can be found at https://www.jmu.edu/eventmanagement
  - Vendor Name: __________________________ Date: ______________

☐ Charitable Donations Name of charity receiving donations:

☐ Food sales Must have non-catered food approval (see Section 1)
  - Scheduling Authority/Building Coordinator for academic buildings
  - Signature: __________________________ Date: ______________

☐ Giveaways or Merchandise Sales: Any merchandise being given away or sold by your Organization, especially if the imprinted merchandise uses the JMU logo, image, or name must be approved (process takes 7-10 days).

☐ Merchandise Approval Form (https://cglk.me/2hS/s61116) must be submitted to Student Life/Org Development

☐ Other Sales
  - [ ] Registration Fees
  - [ ] Tickets (Raffles are prohibited)
  - Description of sales

☐ Outdoor space approval required for the following areas:
  - Residence Life (Village Area Sidewalk, Basketball Court, Eagle Courtyard) – 540-568-3501

☐ Overnight Events (must have been previously approved by the appropriate Union or Festival scheduling staff)
  - Describe event:

All overnight events require Student Life & Campus Police approval (see Section 3)
  - Student Life Coordinator Approval Signature: __________________________

☐ Walk/Run Event – Planning should begin a minimum of 6 WEEKS prior to event and all approvals are required 4 WEEKS prior to event. (Event must be discussed with a Festival or URec staff member depending on where the Walk/Run takes place.) Must use approved route. Describe walk/run event

________________________________________
[Student Life Coordinator Approval Signature]

________________________________________
[Event Planner Approval Signature]

*Note: This is the actual time of your event and does not include set-up time. Customer setup time must be scheduled ahead of time in EMS*
SECTION 3 – JMU POLICE DEPARTMENT APPROVAL
A meeting is required with JMU PD to discuss event specifics and obtain approval signatures. This meeting must take place at least 4 weeks prior to the event. Please email campbejc@jmu.edu to set up a meeting with Lt. John Campbell. Requests that do not fall into this time period may not be able to be accommodated.

Approval Signature from JMU PD required for the following:
- Dance/Concert/Social/DJ
- Events beyond facility building hours/Overnight Events
- Large Events (attendance of 250 or more)
- When required by the scheduling authority based on the type of event

<table>
<thead>
<tr>
<th>Officers required at the event:</th>
<th>Cost estimate of personnel required</th>
</tr>
</thead>
<tbody>
<tr>
<td>#__________</td>
<td>$__________</td>
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</tbody>
</table>

Billing address of Student Organization to be billed: _____________________________________________

Approval signature: _____________________________________________ Date: _________________

SECTION 4 – FACILITIES MANAGEMENT APPROVAL
Planning events using any of the following should begin a minimum of 6 weeks prior to the event. Requests that do not fall into this time period may not be able to be accommodated.

Approval Signature from Facilities Management required for the following:
- **Fencing** requires digging permit approval
- **Inflatables** require permit approval ($200 per inflatable)
- **Stage** requires stage permit approval
- **Tent(s)** requires both tent and digging permit approval (tents larger than 30’ x 30’ will incur an approval charge)

Facilities Management Approval signature: _____________________________ Date: ______________

SECTION 5 – CONTRACTUAL AGREEMENTS
If you have been presented with a legal contract between your student organization with an off-campus bank account and an off-campus entity (i.e. speaker, performer, dog kennels, etc), a student from your organization can be the signatory. If you would like someone from Student Life, to review the contract, please follow the instructions below. If your student organization is entering into a legal contract with an off-campus entity and your funding is coming from a university account – **DO NOT SIGN**! Any contract for which payment comes from a university account must be signed by a designated University official.

Contact Cindy Chestnut, chestncs@jmu.edu, to have a contract appointment scheduled with a Student Life staff member. Please allow for 30 days, so please plan accordingly.

Designated University Official Signature: _____________________________ Date: ______________

SECTION 6 – YOUR ENDORSEMENT
I certify that I am an authorized representative of the sponsoring organization/department and that I am familiar with the University policies relating to this event. I acknowledge that my organization/department will be responsible for adhering to these policies and for any damage to University property.

Event Planner’s Signature: _____________________________ Date: ______________
(Student Organizations: I certify that I have discussed all aspects of this event with my student organization advisor.)

Please return form to the appropriate scheduling office:
- **Union Scheduling, MSC 3506, The Union 245**
  Phone: 540-568-6330 Email: unionscheduling@jmu.edu
- **Festival Conference & Student Center, MSC 4201, Festival 1130**
  Phone: 540-568-1716 Email: festivalscheduling@jmu.edu
- **Event Management, MSC 3507, The Union 245**
  Phone: 540-568-7901 Email: event-management@jmu.edu

Reserving Office Approval: _____________________________________________ Date: ______________

Updated 6/14/23