**South Georgia State College**

**Minors on Campus Program/Camp Request Form**

Program/Camp Requestor­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Camp Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of the Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time \_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Program/Camp

 Athletic \_\_\_ Reception \_\_\_ Ceremony \_\_\_

 Conference \_\_\_ Dining Event \_\_\_ Training \_\_\_

 Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location/Venue Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Room(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGSC Department Sponsor (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the program/camp open to the public? Yes \_\_\_ No \_\_\_

Is there an attendance fee? Yes \_\_\_ No \_\_\_

Number of expected guests? \_\_\_\_\_\_\_\_

Will food be served? Yes \_\_\_ No \_\_\_

Please include additional comments related to the set up. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\*\*\*EVENT CANCELLATIONS MUST BE SUBMITTED WITHIN TWO WEEKS PRIOR TO EVENT DATE

PLEASE NOTE: There are specific policies and procedures concerning the scheduling and use of SGSC facilities. It is your responsibility to be aware of all expectations with regard to your event. SGSC reserves the right to modify event policies.

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SGSC Vice President or designee approving this Request

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

* Program consistent with SGSC’s mission
* Appropriate funding in place
* Authorized Individual training, licensing requirements of state and federal agencies, housing and transportation needs, safety and security planning, and other logistical program needs have been considered and will in place prior to the program start date.
* Background Investigations approved by Human Resources
* Insurance Coverage