NOTE: Ten (10) working days are required to process all applications. Please return completed application to the Student Affairs Office. **Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00am – 3:00pm** Approved Club permits will be placed in the appropriate club mail box in the Associated Students Office **14-408**.

**INSTRUCTIONS:**
1. Your signature indicates acknowledgement and approval of the activity/event and intent to observe all rules, regulations and codes written or posted pertaining to the activity/event.
2. All personnel attending the table **must remain behind the tables provided**.
3. A copy of this permit must be kept in the possession of the club or advisor attending the event. It must be furnished upon the request of college officials. Failure to produce the permit may result in the immediate cancellation of the activity/event.

### CLUB/CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Club Name:</th>
<th>E-mail:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor’s Name:</td>
<td></td>
<td>Advisor’s Signature:</td>
</tr>
</tbody>
</table>

### ACTIVITY INFORMATION

- Proposed Activity: □ Club Program   □ Fundraiser   □ Other __________________________
- Title and Description of Activity: (include special factors, impact on college, etc.) __________________________
- How many guests do you anticipate? _____________

### RESERVATION INFORMATION

*Please complete one of the sections below*

- □ I need to reserve a room/Mesa quad/AS stage
  - Title of Event: __________________________
  - Time: __________________________
  - Room(s) Requested: __________________________
  - Date(s): __________________________
  - Audio/Visual (AV) equipment needed? Y  N. If yes, what type? __________________________
  
  *(This question will help us reserve an appropriate room. AV must be requested by your club advisor through AV directly in the LRC or at (619) 388-2690)*

- □ I need to reserve a space on the Quad for Tabling
  - **DATES**
  - **TIME**
  - **# OF TABLES & CHAIRS**

<table>
<thead>
<tr>
<th>DATES</th>
<th>TIME</th>
<th># OF TABLES &amp; CHAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOR OFFICE USE ONLY

**(Special Activity Dates / Time Authorized)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>TIME</th>
<th>DESIGNATED SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Received by: __________ Date: __________ Approved: Yes / No Date: __________ Denied: __________

Reason for Denial: __________________________________________________________________________

APPROVED/DENIED Dean of Student Affairs or Designee
csl/2015