Activity Approval Form

Event Information
Title of Event: 
Contact Name: 
Phone: 
Email: 
Chair Person: 
Phone: 
Email: 
Department Name: 
Online Registration Required: 
YesNo

Additional Information
Start Date:
Start Time:
A.M./P.M.
End Date:
End Time:
A.M./P.M.
Est. Attendance:
Under 18: Yes/No
Cost Center:
Coordinator Requested: Yes/No

Housing Requirements

Union Club Hotel
# of Rooms:
First Night:
Last Night:
# of Rooms:
First Night:
Last Night:
# of Rooms:
First Night:
Last Night:
Union Club Note:

University Residences
Dates:
First Night:
Last Night:
# of Spaces:
Food Service:
Yes/No
# of Adults:
Youth:
# of Females:
Males:
University Residences Note:

Reserved Meeting Facilities
Purdue University has implemented fee policies that address the use of banquet and meeting room spaces in the Purdue Memorial Union and Stewart Center. These policies reinforce the value of space in these facilities and your program may incur charges for space usage. If your program cancels, you may also be subject to cancellation fees. The policies do include incentives and your usage of catering or lodging in conjunction with your use of space may reduce or even eliminate any space fees. These policies can be found at http://www.union.purdue.edu/cateringandevents/menus/index.html.
Description of Venue:

Space request is not guaranteed until the form is signed by the appropriate space approver.
Publish on University Calendar: Yes/No

Should you find it necessary to cancel or change this program, contact the University Calendar Office at 765-494-7230 or email calendar@purdue.edu.

Employees
- Employee Portal
- Faculty
- Directory
- Business Services (AIS)

Campus
- Careers
- Contact Purdue
- Maps & Directions
- Calendar
- Facilities