

Averett University  
 Department of Student Activities  
 104 Davenport Hall  
 Phone – 434-791-5627  
 Fax – 434-791-5819



## Clubs and Organizations Campus Space Reservation Form

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Event Description  
and Title

- Space Requesting
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bishop 301              | <input type="checkbox"/> Bishop 302                     | <input type="checkbox"/> Bishop 303        |
| <input type="checkbox"/> Bishop 304              | <input type="checkbox"/> Pritchett Auditorium           | <input type="checkbox"/> Blount Chapel     |
| <input type="checkbox"/> Cougars Den             | <input type="checkbox"/> Davenport Auditorium           |  |
| <input type="checkbox"/> Table in Student Center | <input type="checkbox"/> Table in Frith                 |  |
| <input type="checkbox"/> SGA Conference Room     | <input type="checkbox"/> Student Center Conference Room | <input type="checkbox"/> Multipurpose Room |
| <input type="checkbox"/> Classroom               |   |  |
- Build: \_\_\_\_\_  
 Room: \_\_\_\_\_

Contact Signature \_\_\_\_\_

Only registered clubs and organizations may use campus spaces. All campus spaces to be used by student organizations must be reserved through the Office of Student Activities.

Please return completed forms to the Director of Student Activities in Davenport 104.

Office Use Only

Date Received	Approved/Denied	Request Sent