

JMU Event Approval Form

Completion of this form does **not** guarantee room availability or event approval.

Event Reference #:	Org./Dept. Name:	
Event Date:	Start Time:	End Time:
Title of Event :	Location:	Attendance:
Requestor/On-site Contact:	Email/Phone:	

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
ARAMARK Corp. maintains the exclusive right to provide food services on JMU property.

- Food will not be offered at the event**
- Catered Food** - provided by JMU Special Event Catering, JMU Dining Services, 568-6637, no signature required
Check applicable Meal/Reception Light Snacks
- Non-catered food** – signature required, see below
Check applicable Meal/Reception Light Snacks Food Sales** – see fundraising

**** Food Details**

Approval of JMU Dining Services (Angie Thompson, thomp4am@jmu.edu, 568-5150, Wilson 413)
 Signature: _____ Date: _____

SECTION 2 – EVENT INFORMATION

- Banquet/Reception** (See Section 1)
- 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:*
 The Treasurer of any Student Organization is required to complete online Cash Handling certification training at the beginning of the Academic year or before the Organization’s first event. The online Cash Handling Training videos can be found here: <https://info.jmu.edu/cashhandling>. If you have additional questions, please contact Paula Lam, lampe@jmu.edu. Has your organization completed the Cash Handling Training? Yes No
- Approved Vendor Sales** *A list of approved vendors can be found at www.jmu.edu/eventmanagement*
 Vendor Name: _____
- 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 (available in Student Activities & Involvement, Madison Union 320, or online at <http://info.jmu.edu/studentactivities/organization-resources/>) must be **completed, signed and returned** with this form.
- Other Sales** Registration Fees Tickets (Raffles are prohibited)
 Description of sales _____
- Information Table** *Specific details on how you will use the space:* _____

 Building Coordinator Signature: _____ Date: _____
- Off Campus Speaker** Speaker Name: _____
 Topic of Speech: _____
 Date/Time: _____ Will outside media (ex. TV, radio, newspaper) be invited to this event? Yes No
If a contract is required, please complete Section 4.
- Other** *Please detail the event:* _____

Section 2 continued on back

- ❑ **Outdoor space approval required for the following areas:**
 - Arboretum (Pavilion) – 540-568-3194
 - Fraternity / Sorority Life (Lake Area – Greek Row) – 540-568-7402
 - Mr. Chips Basketball Court – 540-568-6330
 - Residence Life (Chandler Courtyard, Lake Area – Chandler, Village Area Sidewalk or Basketball Court) – 540-568-3501
- ❑ **Overnight Events** (must have been previously approved by the appropriate Madison Union or Festival scheduling staff)
Describe event: _____

All overnight events require Student Activities & Involvement & public safety approval (see Section 3)

Student Activities & Involvement Coordinator Approval Signature: _____

- ❑ **Walk/Run Event** – Campus Police will advise groups of approved route – 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.)
Describe walk/run event _____

Approval signature required – see below

SECTION 3 – PUBLIC SAFETY APPROVAL

A meeting is required with Public Safety to discuss event specifics and obtain approval signatures. This meeting must take place 4 weeks prior to the event. Please call 568-6910 (or email PD.SpecialEvents@jmu.edu) to set up a meeting with Sgt. John Campbell. If Sgt. Campbell is not available, contact Lt. Bob Landes, Maj. Scott Coverstone, Lt. Phil Baker or Kevin Lanoue.

Approval Signature from Public Safety required for the following events:

- Events w/Cash Handled – **University Departments Only**
- Dance/Concert
- Large Events (attendance of 250 or more)
- Overnight Events (see Section 2)
- Walk/Runs

Officers required at the event: # _____	OR	Cadets required at the event: # _____
Cost estimate of personnel required \$ _____		
Billing address of Student Organization to be billed: _____		

Approval signature: _____ Date: _____

SECTION 4 – CONTRACTUAL AGREEMENTS

If you have been presented with a legal contract between your student organization and an off-campus entity (i.e. speaker, performer, etc) – **DO NOT SIGN!** All contracts must be signed by a designated University official.

Contact Student Activities & Involvement, Madison Union 320, to be directed to the proper University official.
Allow at least 7 business days; however, it could take up to 2 weeks so please plan accordingly.

Designated University Official Signature: _____ Date: _____

SECTION 5 – 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.

Requestor'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:

Madison Union Scheduling, MSC 3506, Madison Union 245
Festival Conference & Student Center, MSC 4201, Festival 2001
Student Success Center, MSC 1012, Room 1201

Phone: 540-568-6330 Fax: 540-568-6444
Phone: 540-568-1716 Fax: 540-568-2599
Email: successcenterscheduling@jmu.edu

Reserving Office Approval: _____ **Date:** _____