

Residence Hall/Apartment Complex Event Registration Form

This form can be emailed to Ed Valovage evalovag@bloomu.edu or dropped off at the Office of Residence Life (Ground Floor, Elwell Hall) with requestor and advisor signatures. For more information or any questions, x 4036.

Organization: _____ Event Title: _____

Contact Person: _____ Event Start Date: _____

Contact Email: _____ Event Start Time: _____

Contact Phone #: _____ Event End Date: _____

Event End Time: _____

Event Location: _____

Please provide a detailed description of the Event:

**For any type of collection or donation initiatives within the Residence Halls or Apartment Complexes (ie...recycling, canned food drive, clothing drive, toy drive, etc...), the following guidelines must be followed:

1. A specific location in the residence hall/apartment complex building must be agreed upon between the organization and Residence Life. Any event being organized outside of the designated location will be prohibited.
2. Specific dates/times must be provided for drop-off and pick-up of the items. The requesting organization is fully responsible for holding their members accountable to the schedule. If the set schedule is not adhered to then the event will no longer be permitted in the residence hall/apartment complex. Decisions to end the event are at the discretion of Residence Life.
3. All donated items must be placed in the appropriate containers that are provided by the organization. The containers may not be placed in a location that creates a safety hazard for the community and/or interferes with the custodial staff's ability to complete their necessary daily tasks.
4. For recycling program events, the organization must provide clear instructions on how to properly recycle which includes, but is not limited to, a) washing/rinsing out all plastic/glass/aluminum containers before placing in a recycling bin, b) sorting the various recycleables (plastics/glass/aluminum/paper/newspaper/magazines, etc...), c) sorting trash from a recycling container (ie...food, liquid, other non-recycleable items).
5. Residence Life reserves the right to dispense of any items or products that may be hazardous to the general health and safety of the residential community.

PLEASE DO NOT assume that this event is confirmed until signed copy is received. Thank you!

Notification Approval:

APPROVED

DECLINED

Requestor

Advisor to Organization

Assistant Director of Res Life

Area Coordinator

Date

Date

Date

Date