

**IUPUI University Library Student Organization Room
Request Authorization Form**

Each year, registered student organizations must submit this form to give authorization to specified members to be able to make room and equipment requests and cancellations on behalf of the organization. This form must be renewed every year, preferable on or before August 1st for the upcoming academic year. The president and faculty/staff advisor can submit this form with any necessary changes as needed during the academic year.

Incomplete forms will not be processed (omitted ID #'s, no advisor name and/or signature(s)).

Academic Year: 2008– 2009

Organization Full Name: _____

President _____ Student ID # _____

Phone _____ IUPUI Email _____

Faculty/Staff Advisor _____ Employee ID # _____

Phone _____ IUPUI Email _____

In addition to the president and faculty/staff advisor, the following students are authorized to make room and equipment requests, and cancellations on behalf of the student organization during the academic year listed above

1. Name _____ Student ID

Primary Phone: _____ Alt. Phone _____ IUPUI Email

2. Name _____ Student ID

Primary Phone: _____ Alt. Phone _____ IUPUI
Email _____

President's Signature Date

Faculty/Staff Advisor Signature Date

**Return form to UL Event Management Services UL 4135K, fax to 278-2300, or email a
scanned PDF copy to ULEMS@IUPUI.EDU 11/2008**

FOR OFFICE USE ONLY

DATE SUBMITTED _____ APPROVED ini _____ Date _____