



Space Application and Agreement

Bluefield State College Office of Campus Life

See reverse for procedures (Please type or print. All requests must be made at least two weeks in advance)

Space requested: _____

Date requested: _____ TIME: _____

Note: The time that you indicate above will be the time that the facility will be unlocked and people allowed to enter (i.e., if you have a 7:00 event, you may want to indicate a 6:30 starting time). If you need access to the facility at another time to set up or decorate for an event, that request should be made on a separate application.

Type of Event (Please be specific) _____

Anticipated number of participants _____ Admission price (If any) _____ This event is a) ___ to all interested persons ___ invited persons only.

Campus Sponsor _____

Each event must have a sponsor. That sponsor must be a campus organization and/or employee of the college.

No alcoholic beverages are allowed on campus. All functions must end by 11pm on weekends and 11pm on weekdays. A space application does not provide for any specific setup. If you have any special needs (tables, chairs) you must complete a work order and submit it directly to Maintenance. We do not provide PA equipment, speakers or musical equipment such as CD players for non BSC functions!

I (we), am (are) responsible for and agree that this activity is properly conducted in accordance with the regulations of Bluefield State College and the Higher Education Policy Commission of West Virginia. We assume, individually and jointly, responsibility for any and all property damages and will make every endeavor to maintain proper conduct. It is understood that the College assumes no liability for any damages or injury as a result of this event. As an adult sponsor (and space applicant) of this group, I agree to be present at the event for the entire time stipulated and to serve as the chief supervisor and contact person. I understand that the doors will not be unlocked for anyone other than myself and when/if I leave the event will end. Applicant's Name

_____ Phone _____

Applicant's Address _____

Applicant's Signature _____ Today's Date _____

Please return form to:

Student Life Office

Bluefield State College, 219 Rock St. Bluefield, WV 24701

Phone: (304) 327-4187 Fax: (304) 327-4188

For office use only

Date Received _____ Approved _____ Yes _____ No _____

Security needs (call 327-4180) _____ Amount \$ _____

*****Set up/clean up needs (call 327-4195) _____ Amount \$ _____

Fee amount _____ Fee waived _____ Reason _____

Student Life Administrator

Send copies to: Maintenance (2), Security (1), Applicant (1), Division Chair (1)

***** YOU MUST CONTACT BSC MAINTENANCE DEPARTMENT AT ABOVE NUMBER MIN. OF 7 DAYS PRIOR TO THIS EVENT AND ARRANGE PAYMENT OF ALL CLEANUP FEES PRIOR TO THIS SCHEDULED EVENT DATE!**