Off-Campus Activity Permit

This form must be submitted a minimum of five working days prior to an off-campus event (The College reserves the right to require more time if necessary). Complete form and return it to SUB 208.

A. Student Organization Contact Information – Contact person must complete Section A
Please print clearly and in ink.

Sponsor: __________________________________________

Contact Name: ___________________________ Local Phone: ___________________ 
Address: __________________________________________ Email: ______________________________

B. Activity Information (Any event submitted for Risk Management Review requires 15 days)

Name of event/activity: ____________________________

Event Date: _______ End date: ________________ Expected Attendance: _______
Set-up time: __________ Event Starting Time: __________ Event Ending Time: __________
Location: __________________________ Alternative location: __________________________
Other Information: ____________________________________________________________

C. Authorizing Signatures

By signing below, you agree that you are responsible for the event/activity and associated charges and damages as a result thereof. You must comply with all College rules and regulations. Your campus advisor must sign this form in order for this process to proceed.

Student’s Signature: ___________________________ Date: ____________________________
Print Student’s Name: ___________________________ Phone number: ________________

Advisor’s Signature: ___________________________ Date: ____________________________
Print Advisor’s Name: ___________________________ Phone number: ________________

D. Financial Information

Are you going to charge for this event? ☐ Yes ☐ No If so, how much? ________________
Fundraising policy submitted: ☐ Yes ☐ No Source of funding: ____________________________
If you are charging, you must submit a Fundraising For. (Contact College Advancement)

E. Insurance:

Who is assuming liability? ☐ Venue ☐ LCSC (if so, has certificate been issued?) ☐ Yes ☐ No
A certificate of liability insurance can be obtained for off-campus events (Contact Administrative Services)

F. Alcohol Related Event: Is this an alcohol related event? ☐ Yes ☐ No

H. Advertising: ☐ On-campus ☐ Off-campus ☐ Type of Advertising: ____________________________

I. Risk Management Use Only: ☐ Event Approved ☐ Event Not Approved ☐ Not applicable
Date and recommendation of risk management: ____________________________

J. Please return a completed copy to Student Activities, SUB 208.