

**ROBERT W. MACVITTIE COLLEGE UNION
PUBLICITY RESERVATION REQUEST FORM**

| |
|---|
| Res ID# _____ for dept use only |
|---|

- All information on this form must be filled in completely or your request will not be processed. All reservation requests must be submitted at least SEVEN (7) DAYS prior to the date needed. (Late requests will not be processed.)
- No tape of any kind is to be used to affix paper/items to the interior or exterior surfaces of the College Union.
- You must use your publicity reservations within 2 days of the start date of your reservation or you will forfeit this request. If you have two forfeits in one semester you will lose your reservation privilege for the rest of the semester.

Sponsoring Organization: _____ Date: ____/____/____

Date(s) Requested: _____
(List each date needed)

Requestor's Name / Person Responsible: _____

Phone # _____ E-mail: _____

Event Being Publicized: _____

Is this a fundraising activity? ____yes ____ no

If **yes** an Application for Permission to Conduct Fundraising Activities on Campus must be submitted with this form.

| |
|---|
| _____ date form sent to 321 For Department Use Only |
|---|

➔ Reservations for each of the areas listed below are limited to *one week (Sunday-Friday) or less* ⬅
(Longer periods require special approval from the Department of College Union and Activities)
You may select only **3** types of publicity per event.

_____ **Painted Wall**
East Balcony (near Sturges door)

| |
|--|
| _____ side A (toward Sturges) _____ side B (toward Union) For Department Use Only |
|--|

_____ **Bulletin Board M**
East Balcony (beside Room 322/323)

| |
|---|
| _____A _____B For Department Use Only |
|---|

_____ **Lobby Table** (request is for 1 [3x4] table Monday-Friday)

| |
|--|
| _____A _____B _____C _____D _____E _____F _____G _____H For Department Use Only |
|--|

_____ **Bulletin Board L**
West Balcony (beside Room 330)

| |
|---|
| _____A _____B For Department Use Only |
|---|

_____ **Painted Windows**

| |
|--|
| _____A _____B _____C For Department Use Only |
|--|

_____ **Bulletin Board N**
(across from Room 303)

| |
|---|
| _____1 _____2 For Department Use Only |
|---|

_____ **Black Sandwich Board** (placement in CU Lobby) (Pick up & return board and markers to Concierge Desk after board is designed. CU & A will place board in Lobby)

**See the SUNY GENESEO STUDENT ORGANIZATION HANDBOOK for specific policy information regarding reservations **