



University of Missouri - Kansas City
Student Life Office
Registration Document

STUDENT ORGANIZATION DANCE/SOCIAL EVENT FORM

Sponsoring Organization: _____

Event Information:

Event Name: _____ Location: _____
Event Date: _____ Start Time: _____ End Time: _____

Representative's Information:

Contact Name: _____ Phone: _____
(please print)

Approvals:

It may be easier for you to walk this form through to all appropriate offices. It is your responsibility to be aware of all policies and procedures and costs regarding social events and dances.

The facility reservation form has been reviewed and the event must meet the following conditions or requirements **BEFORE IT CAN BE APPROVED:**

Please fill in the **Marshals** assigned to this event by the organization:

NAME (please print)	PHONE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Confirmed by: _____
(must be a representative of the sponsoring student organization)

Student Life Office use only:

Event assistants assigned by the Student Life Office:

1. _____
2. _____
3. _____

Confirmed by: _____
(Student Life Office staff member)

University Police Department use only:

The Office of Student Life and the UMKC Police Department will determine the staff required for each event. If the UMKC Police are required, the sponsoring student organization will be responsible for obtaining and paying for UMKC Police coverage.

Confirmed by: _____
(UMKC Police Department staff member)

PLEASE RETURN THIS FORM TO THE STUDENT LIFE OFFICE, G-6 UNIVERSITY CENTER