



Request for Approval for Off-Campus Events (Class Meetings, Field Trips, etc.)

Instructions: Please submit this form to your Academic Program Chair / Department Head at least 10 days before the scheduled off-campus, event, class meeting, field trip, etc. Class meetings and other events may NOT be held off campus without approval. A separate form must be completed for EACH class session or event you intend to hold off-campus. Once the Program Chair / Department Head has approved the off-campus event, the form should be submitted to the Chief Operations Officer.

Name of Instructor, Group Leader or Organizer: _____

Phone: _____ Email: _____

Organizer Emergency Phone Contact (for day of event): _____

Course Number/Title or Name of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Location of Off Campus Meeting or Event: _____

Location Address: _____

Emergency Contact for the Location: _____

Does the property owner require an certificate of insurance? _____ Yes _____ No

If Yes, to who needs to be listed as insured?

Name: _____

Address: _____

City, State, Zip: _____

Phone/Fax: _____

Summary of Event Activities/Goals/Purpose: _____

(continue on back side if necessary)

Program Chair / Dept. Head: _____ Date: _____

Signature

Chief Operations Officer: _____ Date: _____

Signature