

# CHAPTER / CLUB EVENT PERMIT

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

CHAPTER/CLUB \_\_\_\_\_ GRAD YEAR \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

Chapter  Club

CONTACT (PRINT) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PHONE # \_\_\_\_\_

**ON CAMPUS EVENT**

DESCRIPTION OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION: ACROSS FROM ODENO TABLE 1  TABLE 2

**OFF CAMPUS EVENT**

When planning an event off campus, a  
**CERTIFICATE OF INSURANCE**  
 from the venue/supplier adding Sault College Students' Union as additional insured must be provided to SCSU  
**14 days prior** to the planned event.  
**Off campus events are not endorsed by SCSU without a CERTIFICATE OF INSURANCE.**

DESCRIPTION OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_

*OFFICE USE ONLY*  
SCSU DATE STAMP AND STAFF INITIALS

*ON CAMPUS EVENT*

APPROVED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

BOOKED BY \_\_\_\_\_

DATE \_\_\_\_\_

*OFF CAMPUS EVENT*

CERTIFICATE OF INSURANCE

DATE RECEIVED \_\_\_\_\_

APPROVED BY \_\_\_\_\_

\_\_\_\_\_  
SCSU PRESIDENT'S SIGNATURE

DATE \_\_\_\_\_