

# CLARA BELL SMITH CENTER

## APPLICATION FOR BUILDING USE

**GROUP NAME**\_\_\_\_\_

**EVENT GROUP- UNIVERSITY** (\_\_\_)      **STUDENT**(\_\_\_)      **OTHER**(\_\_\_)

**Account #**\_\_\_\_\_

**EVENT UNIT**(College/Department)\_\_\_\_\_

**CONTACT PERSON**\_\_\_\_\_

**ADDRESS**\_\_\_\_\_

**PHONE**\_\_\_\_\_ **FAX**\_\_\_\_\_ **EMAIL**\_\_\_\_\_

**NATURE OF EVENT (Full description of Event)**

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**PROJECTED ATTENDANCE**\_\_\_\_\_

\* You will be notified within 1-3 business days after submission of this request.