All CMN activities must be pre-approved before submitting a facility request and/or event flyer to the Executive Office. You will be notified by email of approval or denial of your activity request. If approved, attach the completed copy of this form to your facility request and/or payment request forms, if a payment is required. In-person activities must follow safety protocols to protect participants at all times including ensuring the proper use of face masks, social distancing, and hand hygiene. Mvto!

Request Date: ________________

Individual/Organization: ________________________________________________________

Name(s) of people working event: _________________________________________________

Activity Type: __________________________________________________________________

Description of activity:

_____________________________________________________________________________

_____________________________________________________________________________

Date of event: __________     Time of event: _____________

☐ On campus    ☐ Off-campus

Number of people attending: ______________________________________________________

Activity Funding Source: _______________________________________________________

______________________________________
Sign & Date (Individual Requesting Activity)

______________________________________
Sign & Date (Supervisor)

______________________________________
Sign & Date (Dean of Academic Affairs)

______________________________________
Sign & Date (Dean of Student Affairs)          President’s Initials: ______

Updated November 2019