

Space Application (For Off - Campus Events)

Event Name:	
Off Campus Location:	
Event start date and time:	
Event end date and time:	
Recurring event date & time:	
Executive Name:	
Club Name:	
Club Email:	
Number of participants:	
Details:	

*** Please note!*** Completing this form does not mean that this location was approved. This form will need to be reviewed by Trent Durham Student Association. **DO NOT** advertise your room location until you have received confirmation from the main office.

Submitted by: _____

Signature: _____

Signature Date (DD/MM/YYYY): _____

Office Use!

Approved by: _____

Signature: _____

Date: _____