

COLLEGE OF PHARMACY

BIENVILLE EVENT PLANNING PROCEDURE

The following procedures apply to any event that occurs outside the normally-scheduled class meetings, faculty meetings, etc. **All** after-hours events must adhere to these procedures:

1. All persons requesting building use should contact Ms. Marcia Wells via email at mwells@ulm.edu for room availability PRIOR to submitting this form.
2. Student Organizations must obtain faculty advisor approval PRIOR to submitting this form.
3. Form should be completed no less than 1 week (7 days) prior to the event.
4. A confirmation email will be sent to the event coordinator once the event has been approved.
5. NOTE: Laptops are not provided by Technical Services. These should be provided by the individual.

These procedures are in place to provide everyone with legitimate events the use of Bienville and any equipment that we can provide.