

Off-Campus Business Student Center Foyer Request Form

Up to two (2) days per week per event may be reserved for the Student Center Foyer.

**One table and two chairs will be provided for your convenience.*

**\$50.00 fee per day, payable to Bradley University FEIN#37-0661494
(Will be accepted on or before date reserved)**

Business Name _____

Contact Person _____ Phone _____

Address _____ E-mail _____

Sponsoring Organization (if any) _____

Event _____ Date _____

Event Start Time _____ Event End Time _____

Description of Event:

By signing below, I agree to the Bradley University Policies listed:

Authorized Signature _____ Date _____

SAO approved (initial/date) _____ Date paid/amount paid _____

Bradley University Student Center Foyer Policies

- Credit Card Companies must be sponsored by a Student Organization and provide information at their table of financial obligations relating to credit cards. Credit Card Companies are limited to 1 event per semester.
- Due to increased demand, Cell Phone/Pager companies are limited to 1 event per semester.
- No drinking of alcohol/using of drugs is allowed on University property. As a result of non-compliance, legal sanctions may result.
- All items being promoted must be legal.
- In the event of harassment of people passing by, the group will receive one (1) verbal warning. If the harassment continues, the group will be asked to leave the premises and will not be allowed to continue the event if it is scheduled to continue to another day. In addition, the group risks having future requests denied.
- All Bradley regulations including the Posting and Noise Policy must be adhered to.

Please return form by mail or fax to:

Bradley University
Student Activities Office
1501 W. Bradley Ave.
Peoria, IL 61625

Phone: 309/677-3050 Fax: 309/677-3480