



**Massachusetts Institute of Technology  
Campus Activities Complex  
“Connecting the MIT Community”**

**Student Activity Space Application**

*This form is to be completed by an authorized member of an ASA recognized student group in order to reserve facilities in the Campus Activities Complex. Forms must be submitted in person at least one week in advance to the CAC office, W20-500. Please note that this form is an application. Submitting a completed form does not ensure that the space has been reserved for you. Please do not consider your application approved until receiving written confirmation from the CAC office.*

W 20-500 • Phone: 617-253-3913 • Fax: 617-253-8585

Student Group:	<input type="text"/>	Is this an ASA recognized group?	<input type="checkbox"/>	<input type="checkbox"/>
Name of Student:	<input type="text"/>	Are you a full-time MIT Student?	<input type="checkbox"/>	<input type="checkbox"/>
MIT Address:	<input type="text"/>	Phone:	<input type="text"/>	
	<input type="text"/>	Email:	<input type="text"/>	

*Are you one of the student activity members authorized to reserve rooms on the ASA Authorized List? If not, contact Student Life Programs, W20-549 for more information.*

Event Title:

Event Type:  Meeting     Lecture     Party     Conference  
 Rehearsal     Performance    Other:

Date(s)	Location(s)	Event Start AM/PM	Event End AM/PM	Setup Ready By

How many people do you anticipate attending the event?

*Consult diagrams in the CAC Office or the “Planning Events@MIT” Guidebook before selecting a setup style. Equipment will be based on estimated attendance. Please realize that some rooms have fixed setups.*

Setup Style:  Conference     Lecture     U-Shape     Hollow Square     Banquet  
 Classroom     To be arranged with a CAC Manager

Please complete both sides of this form →

No Set-Up Additional Equipment

	YES	NO
Will an admission/registration fee be charged?		
Are you sponsoring a non-MIT group?		
Name of the non-MIT group?		
Will this event be open to the general public?		
How will this event be promoted?		
Will alcohol be served?		
Will there be music?		
Will there be a DJ/Live Band?		
Is there a contract involved?		
Do you intend to sell anything?		
Will you have Audio Visual needs?		
Audio Visual Provider?		
*Do you plan to have food at the event?		
Who will be your caterer?		

*\* If you plan to have food in either Morss Hall or the Student Center and do not use a MIT Vendor, you will need to complete a **dining waiver** and have the Office of Campus Dining approve it. (This does not apply to snack foods or pot-luck dinners). If you do not use a MIT Vendor, you will need to provide the CAC with a copy of your caterer's liability insurance prior to the event.*

**Will the intended audience of your event be: (circle one)**

**Immediate MIT Community Only**

**non-MIT and MIT Community**

*On behalf of the above Student Activity, I agree to adhere to all conditions outlined above, all Institute policies and procedures, and laws of the Commonwealth of Massachusetts. **Form must be submitted in person and presented with a valid MIT ID.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

MIT ID # \_\_\_\_\_

FOR OFFICE USE ONLY			
ASA Recognized?	Y	N	Approved_____ Denied_____
Authorization List on File?	Y	N	Scheduler's Initials_____
Requestor authorized to reserve rooms?	Y	N	Date_____
If no, approved by SLP/FSILG _____			
Verified by _____			