|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Telephone #:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Group:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R**Email: \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Group Advisor:** |  | **Email:** |  |
| **Date of Request:** |  | **Date(s) of Event:** |  |
| **Day of Sale:** | *Tuesday* *Wednesday* | **Time of Sale:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Location of Sale:** Please email the Building Administrator to request permission for your sale. Request forms will not be accepted if the Building Administrator has not approved the sale.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | **Building Administrator** | **Office Location** | **Email** |
| **Mark Jefferson** | **CAS Dean’s Office** | **214 Pray-Harrold** | [**Reservationsartsci@emich.edu**](mailto:Reservationsartsci@emich.edu) |
| **Marshall** | **Charisse Nilles** | **304 Marshall** | [**cnilles@emich.edu**](mailto:cnilles@emich.edu) |
| **Porter** | **Jeff O’Donohue** | **310 Porter** | [**jodonoh1@emich.edu**](mailto:jodonoh1@emich.edu) |
| **Pray-Harrold** | **CAS Dean’s Office** | **214 Pray-Harrold** | [**Reservationsartsci@emich.edu**](mailto:Reservationsartsci@emich.edu) |

**Building Administrator/Designee Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

Building Administrator/Designee please e-mail approved request form to [arice14@emich.edu](mailto:arice14@emich.edu)

**Sale Location: Please check one**

|  |  |  |
| --- | --- | --- |
| **Location** | **Building** | **Sale Location** |
|  | **Mark Jefferson** | **Lower Level (Ground) by the Rocks** |
|  | **Marshall** | **2nd floor to the left of the entryway** |
|  | **Porter** | **2nd floor in the lounge** |
|  | **Pray-Harrold** | **2nd floor, outside of room** 217 (northwest corner) |

Please list the foods and beverages to be sold and where these will be purchased:

**Please list the foods and beverages to be sold and where these will be purchased:**

**Campus Life Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Environmental Health & Safety Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Inspection Notes:** |
|  |

**Inspector:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inspector Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_