



**PENN STATE IM BUILDING
EVENT/RENTAL REQUEST FORM**

Thank you for your interest in hosting an event at the IM Building, on the campus of Penn State University. We ask that you please complete this event/rental request form. Please note all requests must be submitted at least 3 weeks prior to the event date. Once we have reviewed your request, we will contact you to confirm your event. Please allow 5-7 business days for a response.

CONTACT INFORMATION

Primary Contact: _____ **E-Mail:** _____ **Phone:** _____

Secondary Contact: _____ **E-Mail:** _____ **Phone:** _____

Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Organization Information: _____

EVENT INFORMATION

Event / Group Name: _____ **Space(s) Requested:** _____

Event Date: _____ **2nd Choice Date:** _____ **Advance Set-up Date/Time:** _____

Event Start Time: _____ **Event End Time:** _____ **Number of Attendees:** _____

Event Description: _____

Special Requests: _____

Janitorial service require for the event: (Yes or No) _____ (Hours & Cost: _____)

REMINDERS & POLICIES

- All food and drink must be approved before the start of the event.
- The event is permitted only in the area that has been requested and approved. Other areas of the building are for recreational patrons.
- All groups are responsible for cleaning up after their event. Please be aware there is a fee for janitorial service. All areas requested need to be cleared of all garbage after the event. The dumpsters are located in the IM parking lot.
- The primary contact is responsible for all equipment and personal items of the event.
- If there are changes related to the event schedule, please contact an IM Building representative.

I have read and agree to follow the above.

Primary Contact person: _____ **Date Submitted:** _____

PLEASE RETURN TO

ADDRESS: Office 101, IM Building, University Park, PA 16802

PHONE: 814-865-5401 **FAX:** (814) 863-2546

Approved: _____ Date: _____