



APPLICATION FORM

Internal Group

Internal Group with External Audience

External Group

External Group with University Sponsor

ALL GROUPS

Group Name & Event Title	
Contact Name, Email, and Mailing Address	
Event Date and Time	
Expected Number of Attendees	
Purpose of Event	
Special Requirements (e.g., Meeting Rooms, IT, Food and Beverage, Accommodations, etc.)	

EXTERNAL GROUPS

Briefly indicate how this event benefits the University and/or Community	
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EXTERNAL GROUPS WITH UNIVERSITY SPONSOR

If you are requesting a reduction in the regular fees (e.g., room rental, IT support, security, cleaning), briefly explain how this event benefits the University and/or Community	
Sponsor Signature Please have the University sponsor sign this Application Form prior to submitting	Print Name: _____ Signature: _____

Submit form to Shelley Unwin at sunwin@lakeheadu.ca