



Tuskegee University College of Veterinary Medicine  
**USE OF PATTERSON HALL FACILITY  
AND STUDENT ACTIVITY REQUEST FORM**



201 Frederick D Patterson Dr, Tuskegee, AL 36088 Telephone (334) 727-8736

**NOTE:** The representative of a department/campus organization and/or others who wish to use the Patterson Hall Facility of Tuskegee University College of Veterinary Medicine are required to complete and return this form to the Office of Student Affairs (OSA) to Ms. Latesha Howard, at least 7 days prior to the event. Requests are approved based upon availability.

**CONTACT INFORMATION**

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Student Responsible for Activity: \_\_\_\_\_

Student Contact Information: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

Faculty Advisor Contact Information: \_\_\_\_\_

***(Faculty Advisor is responsible for supervision of the activity and must be involved throughout the activity)***

**ACTIVITY INFORMATION**

Activity Name: \_\_\_\_\_

Proposed date of Activity: \_\_\_\_\_ Start/End time: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Purpose of the Event: ***(Include how activity will benefit the students and the College. Please attach supporting documents/materials)***

\_\_\_\_\_

**LOGISTICAL REQUEST:** ***(Please include what resources are needed, i.e., tables, chairs, audio/visuals, to ensure your event is successful)***

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR TUCVM OFFICE OF STUDENT AFFAIRS USE**

**Request Approved/Denied**

**Reason for denial:** \_\_\_\_\_

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

**Director of Student Affairs**

**Date**