

Any campus department allowing any outside group(s) to utilize campus facilities must adhere to the following procedures to obtain a revocable permit:

1. The department must secure approval for the event from their division
2. The department must secure approval from all other affected department(s) i.e. Campus Life, Residence Life, Faculty Student Association. Approval must also be obtained from Athletics, RAC, School of Music etc. (if the event will take place in one of their facilities).
3. Once approval has been obtained by the division and other affected campus departments, the department must obtain a Revocable Permit from the Director of University Services. Revocable Permits can also be downloaded from the University Services website at: <http://www.fredonia.edu/admin/us/>
4. The department must complete the Revocable Permit, signed by the Official Representative of **Permittee** and return to the Director of University Services for signature and approval.
5. The department must assure that the Revocable Permit has been approved by the Director of University Services before moving forward with the event.

