



SOUTH SUBURBAN COLLEGE



Office of Student Life & Leadership

Request Form

Complete all necessary information below. Submit to Room 2329. Allow up to 3 business days for a response.

Club or Organization: _____

Name _____ **Phone Number** _____

Email _____ **Role (circle one)** Student, Staff, Faculty, Other: _____

Advisor: Name _____ Email _____

Request: ___ Student Life (2329 Conference) ___ SGA (1105 Conference) ___ Flyer Posting (Bulletin Board)

Room requests: Date(s) of Activity _____ Start Time _____ End Time _____

Please explain the purpose of the request:

Signature: _____ **Date:** _____

For office use only:

Approved: _____ **Denied:** _____ **Notes:** _____

Signature: _____ **Date:** _____