

PENN STATE HARRISBURG
AUDITORIUM (213C OLMSTED) SPECIAL USAGE REQUEST FORM

The purpose of this application is to request an exception to the established priority use of the Olmsted Auditorium. Please complete the form and submit it to the Office of Student Services, C120 Olmsted Building.

Requester Name: _____

Requester Phone: _____ Requester Email: _____

Group, Department, or Organization: _____

Event Name: _____

Beginning Date: _____ Ending Date: _____

Beginning Time: _____ Ending Time: _____

Setup-time in hours: _____

Budget Number: _____

Room (s) Requested: _____

Maximum Anticipated Attendance: _____ Event Open to Public? Yes ___ No ___

Description of Event:

Reason for Exception:

☐ Special Academic Program

☐ Special Student Program

☐ New Student Recruitment Activity

☐ College Function

☐ Fund Raising Activity

☐ Other: _____