

***PENN STATE HARRISBURG***  
**CAPITAL UNION BUILDING SPECIAL USAGE REQUEST FORM**

The purpose of this application is to request an exception to the established priority use of all, or part of, the Capital Union Building. 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: \_\_\_\_\_