

STUDENT UNION BOARD RESOURCES

Student Union Board (SUB) owns equipment available for student organization use. SUB equipment is paid for by student fees, and is therefore used for the benefit of all students. However, procedures must be followed to ensure proper use. These resources include:

- **SOUND SYSTEM** Student Union Board sound equipment is available for small concerts, speakers, or other events requiring a CD player or microphone. Sound equipment is expensive, and takes time to set up, therefore SUB requires that a SUB member be present during use, and also that the organization provides help with set up.
- **STAGE** Student Union Board owns a stage that can be set up for on-campus events. The organization must agree to provide help with stage set-up, which requires time and custodial assistance.
- **HELIUM TANK** Organizations can request to use the helium tank for balloons at events. SUB reserves the right to charge per balloon to help offset helium cost. Groups must follow posted procedures for operating the helium tank.
- **PAINT PENS** These are large paint markers that can be used for making banners. Student organizations may request to use the SUB paint pens if the purpose benefits the campus community outside the individual organization.

A **SUB OFFICE RESOURCES REQUEST** must be filled out by any student organization that wishes to use SUB's equipment. A copy of this form should be submitted by email to SUB@drury.edu, or given to a SUB member, no less than 2 full weeks prior to requested date of use. SUB reserves the right to deny any request that is not submitted on time or does not meet specified criteria.

The SUB office is located in the FSC, next to the commons. SUB meets every Tuesday at 8:15 p.m. - FSC 204.

SUB OFFICE RESOURCES REQUEST FORM

Request Date:					
Student Organization:					
Contact Person:					
Email:					
Phone:					
Equipment Requested: (circle)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">SOUND SYSTEM</td> <td style="width: 50%; border: none;">STAGE</td> </tr> <tr> <td style="border: none;">HELIUM TANK</td> <td style="border: none;">PAINT PENS</td> </tr> </table>	SOUND SYSTEM	STAGE	HELIUM TANK	PAINT PENS
SOUND SYSTEM	STAGE				
HELIUM TANK	PAINT PENS				
Date, Time & Location of Event:					
Purpose of Event:					
Event Set-up Time:					
Notes:					
SUB USE ONLY:					
<input type="checkbox"/> 2 Week Deadline? <input type="checkbox"/> Board Approval?	SUB Members:				
Notes:	Set-up Time:				